

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Topic Content	*Intro to Acct. *Assets *Liabilities *Owners' Equity	*Assets *Liabilities *Owners' Equity *Revenue *Expenses *General Ledger	*Assets *Liabilities *Owners' Equity *Revenue *Expenses *General Ledger *6-Column Worksheet *Sole Proprietorship *Financial Statements	*Assets *Liabilities *Owners' Equity *Revenue *Expenses *General Ledger *6-Column Worksheet *Sole Proprietorship *Banking *Financial Statements	*Assets *Liabilities *Owners' Equity *Revenue *Expenses *General Ledger *6-Column Worksheet *Sole Proprietorship *Banking *Payroll Accounting *Payroll Liabilities *Tax Records *Financial Statements	*Assets *Liabilities *Owners' Equity *Revenue *Expenses *General Ledger *6-Column Worksheet *Sole Proprietorship *Banking *Payroll Accounting *Payroll Liabilities *Tax Records *Cash Payments *Special Journals *Financial Statements	*Assets *Liabilities *Owners' Equity *Revenue *Expenses *General Ledger *6-Column Worksheet *Sole Proprietorship *Banking *Payroll Accounting *Payroll Liabilities *Tax Records *Cash Payments *Special Journals *10-Column Worksheet *Financial Statements	*Assets *Liabilities *Owners' Equity *Revenue *Expenses *General Ledger *6-Column Worksheet *Sole Proprietorship *Banking *Payroll Accounting *Payroll Liabilities *Tax Records *Cash Payments *Special Journals *10-Column Worksheet *Financial Statements *Plant Assets & Depreciation	*Assets *Liabilities *Owners' Equity *Revenue *Expenses *General Ledger *6-Column Worksheet *Sole Proprietorship *Banking *Payroll Accounting *Payroll Liabilities *Tax Records *Cash Payments *Special Journals *10-Column Worksheet *Financial Statements *Plant Assets & Depreciation *Inventories *Notes Payable & Receivable	*Assets *Liabilities *Owners' Equity *Revenue *Expenses *General Ledger *6-Column Worksheet *Sole Proprietorship *Banking *Payroll Accounting *Payroll Liabilities *Tax Records *Cash Payments *Special Journals *10-Column Worksheet *Financial Statements *Plant Assets & Depreciation *Inventories *Notes Payable & Receivable *Partnerships *Acct. Ethics
Skills	*Exploring Careers *Acct. Careers *Property & Financial Claims *Terminology *Cash & Credit Transactions	*Terminology *Cash & Credit Transactions *T Accounts *Accounting Equations *Analyze Business Transactions *Spreadsheets *Posting Journal Entries	*Terminology *Analyze Business Transactions *Spreadsheets *Posting Journal Entries *Prepare Income Statement *Prepare Financial Statement *Prepare Closing Entries	*Terminology *Maintain Accounting Records *Reconcile Bank Statements	*Terminology *Maintain Accounting Records *Prepare Payroll Records *Calculate Earnings & Deductions *Calculate Payroll Taxes *Prepare Payroll Tax Reports	*Terminology *Maintain Accounting Records *Cash Control *Electronic Transfers *Maintain Accounts Receivable Ledger	*Terminology *Maintain Accounting Records *Apply Revenue Transactions *Determine Cost of Goods Sold *Gross Profit *Post Closing Entries	*Terminology *Maintain Accounting Records *Establish and Maintain a Petty Cash Fund	*Terminology *Maintain Accounting Records *Calculate Depreciation *Maintain Plant Asset Records *Convert "Write-Offs" *Create Inventory Reports *Establish Promissory Notes	*Terminology *Maintain Accounting Records *Create Accounting Records for a Partnership *Review for Final Exam

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