Course Title: Business Accounting and Personal Finance

Course #: 1449-1450

Course Description:

Business Accounting: Students will investigate personal equity statements and compute their personal net worth and the net worth of a sole proprietorship. In addition, students will learn to Journalize transactions and post to the general ledger. They will complete the Accounting Cycle by making a worksheet, determining adjusting entries, and creating financial statements for a sole proprietorship. They will then close revenue and expense accounts, prepare closing entries, and determine net income and loss. Additionally, students will prepare checks, complete a bank reconciliation and account for petty cash. Current business and financial issues will be discussed and analyzed throughout the course. Students will develop their own business ethics statement and apply it to several ethical dilemma scenarios during the course. Finally, students will demonstrate their understanding of concepts taught by completing the entire accounting cycle for a sole proprietorship as their Final Project.

Personal Finance: Students will first discuss expenses and how they spend their money. Next we will explore banking, balancing a checkbook, and the different types of ways to save their money. Credit and credit cards in particular will be a major focus in the first quarter. What a FICO score is and how it affects their lives in many ways. How to build credit and improve and keep your FICO score high. Auto and home purchasing/loans will be simulated along with the monthly payment formula being used to see the how it affects how much interest they will pay over the course of a loan. Employment basics will be covered including resumes and paychecks. Budgeting and Retirement vehicles will be the concluding topics that will tie things all together. If time remains, we will work on stock market basics.

UC/CSU Approval: “g” approved

Grade Level: 10-12

Estimated Homework Per Week:

Business Accounting Semester: 30 minutes a week
Personal Finance Semester: 1-2 hours a week reading & HW

Prerequisite: Completion of Algebra 2 with a C or higher
**Recommended Prerequisite Skills:** Interest in business, finances and related topics. Strong basic math skills.

**Course Grade Scale:**

**Business Accounting Semester:**
- Classwork/Assignments: 25%
- Quizzes: 25%
- Tests: 35%
- Final Project: 15%

**Personal Finance Semester:**
- Homework: 20%
- Quizzes: 25%
- Tests: 40%
- Final: 15%

**Major Assessments/Units/Topics:**

**Business Accounting Units:**

I. **Accounting Cycle, Equity statements, Net Worth**- Students will learn what makes up the accounting cycle and investigate the Net Worth equation. Students will complete their own Statement of Net Worth. (Quiz)

II. **Journalizing Transactions in a Multi-Column Journal**- Students will learn what a multi-column journal is and what its function is in accounting. Students will journalize all types of transactions in the journal for a service proprietorship. (Quiz & Test)

III. **Posting to a General Ledger**- Students will post all transactions from the journal to the ledger for a proprietorship. Students will learn how to maintain a ledger and keep all account balances up to date. (Quiz & Test)

IV. **Accounting for Cash**- Students will learn what petty cash is, how to complete a bank reconciliation, and what different endorsements on checks are for. Students will journalize and post all activities that have to do with accounting for cash. (Quiz & Test)

V. **The Worksheet, adjusting and closing entries**- Students will discover what a worksheet is and what it is used for in the final step of the accounting cycle. Students will create a trial balance, adjusting entries and adjusted trial balance. Students will journalize and post all relevant entries associated with the adjusting and closing of the accounting cycle. (Quiz)

VI. **Financial Statement**- Students will create financial statements for a service business structured as a sole proprietorship. They will compute net income or loss, calculate
basic ratios for sales, expenses and net income or loss, and create an Income Statement and a Balance Sheet.(Quiz & Test)

Accounting Assessments:
I. Class Assignments
II. Unit Quizzes
III. Unit Tests
IV. Final Project

Personal Finance Units:
I. Discretionary Spending
   Students will be looking into all the things we spend your money on and whether it is essential or just for fun spending. (1 quiz)

II. Banking & Credit
   Students will learn about different bank accounts, how to write a check, balance a checkbook, the different types of interest, and the time value of money. We will also explore topics in credit, including student loans, credit cards, FICO scores, how to read a credit card statement and the dangers students face when they step onto a college campus. (1 quiz & 1 test)

III. Car ownership
   Students will learn about the important parts of automobile ownership including insurance, depreciation, auto loans, and driving safety. (1 quiz & 1 test)

IV. Employment & Independent Living
   We will cover basics in finding employment, how you get paid, benefits and taxes. Options for where and how you can be sheltered (own vs. rent) will be explored as well as mortgages and expenses involved with ownership. (1 quiz & 1 test)

V. Budgeting and Retirement
   Different methods of budgeting will be discussed along with the essential items for which you need to budget. Retirement planning will be a major emphasis including matching 401K’s, starting to save early, Social Security, pensions, and life insurance. (1 quiz & 1 test)

Personal Finance Assessments:
1. Homework
2. Quizzes
3. Tests
4. Final