



HOMEWOOD-FLOSSMOOR HIGH SCHOOL COURSE SCOPE & SEQUENCE



Semester 1 '11 – '12 Department: Business & Computer Education Course: Accounting H Instructor(s): Patterson
 This course is aligned to: **College Readiness Standards and/or College Board Standards** Other:

*The Homewood-Flossmoor High School Course Scope & Sequence provides parents and students with a semester-long overview of each class that we offer. **An instructor may alter a course's scope & sequence as needed.** Students are responsible for keeping track of due dates and other pertinent course information in their H-F Student Planners. Parents, please contact your child's teacher by telephone or e-mail to clarify any questions you may have about the scope & sequence of a particular course.*

WEEK	COLLEGE READINESS AND/OR COLLEGE BOARD CONTENT STANDARDS	INSTRUCTIONAL CONTENT	ACTIVITIES, READINGS, LABS, AND/OR ASSIGNMENTS	MAJOR ASSESSMENTS	OTHER
WEEK #1 8/15 – 8/19 First day for students: 8/17 WEEK #2 8/22 – 8/26 WEEK #3 8/29 – 9/2 PLC day: 9/2	<ul style="list-style-type: none"> •M.I.a.1. •M.I.a.2. •M.I.b.1. •M.I.c.1. •M.II.b.3. •M.II.e.3. •R.II.a.1. •R.IV.e.1. 	<ul style="list-style-type: none"> • Types of Businesses, and Business Organization • Accounting Equation • How transactions affect accounts in accounting equation 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 1-1, OYO 1-1, App 1-1 • WT 1-2, OYO 1-2, App 1-2 • WT 1-3, OYO 1-3, App 1-3 • WT 1-4, OYO 1-4, App 1-4 • Analyzing Transactions Worksheet • Account Analysis & Identification Worksheet • Journal Drills 1-D1, 1-D2 • Study Guide Ch 1 • 	<ul style="list-style-type: none"> • Mast. & Chlg. Prob. • Ch. 1 Test 	



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<p>WEEK #4 9/5 – 9/9 No school: 9/5</p> <p>WEEK #5 9/12 – 9/16 Pep Assembly: 9/16</p> <p>WEEK #6 9/19 – 9/23 PLC day: 9/23</p>	<ul style="list-style-type: none"> •M.I.a.1. 	<ul style="list-style-type: none"> • Define & Analyze trans into Debits and Credits • Use T Accts • Transactions: Startup & Owners Equity 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 2-1, OYO 2-1, App 2-1 • WT 2-2, OYO 2-2, App 2-2 • WT 2-3, OYO 2-3, App 2-3 • App 2-4 • Debiting and Crediting Accounts Worksheet • Effects of Debits & Credits Worksheet • Classification of Accounts & Normal Balances Worksheet • T-Accounts & Transactions by Mr. P version 1 & 2 • Journal Drills 2-D1, 2-D2 • Study Guide Ch 2 	<ul style="list-style-type: none"> • Mast. & Chlg. Prob. • Ch. 2 Test 	
<p>WEEK #7 9/26 – 9/30</p> <p>WEEK #8 10/3 – 10/7 PLC day: 10/7</p>	<ul style="list-style-type: none"> •M.I.a.2. 	<ul style="list-style-type: none"> • Journalizing Trans. • General Journal • Accts: Cash, Insurance, Supplies, Accts. Payable, O.E. 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 3-1, OYO 3-1, App 3-1 • WT 3-2, OYO 3-2, App 3-2 • WT 3-3, OYO 3-3, App 3-3 	<ul style="list-style-type: none"> • Mast. & Chlg. Prob. • Ch. 3 Test 	



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			<ul style="list-style-type: none"> • WT 3-4, OYO 3-4, App 3-4 • App 3-5 • General Journal Transactions by Mr. P • Journal Drills 3-D1, 3-D2 • Study Guide Ch 3 		
<p>WEEK #9 10/10–10/14 No school: 10/10 All School Testing: 10/12</p> <p>WEEK #10 10/17 –10/21 End of 1st Quarter: 10/21</p>	<ul style="list-style-type: none"> • M.I.a.1. • M.I.a.2. • M.I.b.1. • M.I.c.1. • M.II.b.3. • M.II.e.3. • R.II.a.1. • R.IV.e.1. • S.I.a.1. • S.I.a.3 • S.I.b.1. 	<ul style="list-style-type: none"> • Posting to & from General Ledger • Chart of Accounts • Proving Cash • Correcting Entries 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 4-1, OYO 4-1, App 4-1 • WT 4-2, OYO 4-2, App 4-2 • WT 4-3, OYO 4-3, App 4-3 • General Ledger Practice Worksheet • Journal Drills 4-D1, 4-D2 • Study Guide Ch 4 	<ul style="list-style-type: none"> • Mast. & Chlg. Prob. • Ch. 4 Test 	



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WEEK	COLLEGE READINESS AND/OR COLLEGE BOARD CONTENT STANDARDS	INSTRUCTIONAL CONTENT	ACTIVITIES, READINGS, LABS, AND/OR ASSIGNMENTS	MAJOR ASSESSMENTS	OTHER
WEEK #11 10/24–10/28 PLC day: 10/28	<ul style="list-style-type: none"> •M.II.b.3. •M.II.e.3. •R.II.a.1. •R.IV.e.1. •S.I.a.1. •S.I.a.3 	<ul style="list-style-type: none"> • Famous Entrepreneur Project 	<ul style="list-style-type: none"> • Famous Entrepreneur Project 	<ul style="list-style-type: none"> • Famous Entrepreneur Project 	
WEEK #12 10/31 – 11/4 Soph. Plan Test; Parent/ teacher conferences: 11/3 No school: 11/4 WEEK #13 11/7 –11/11 No school: 11/11	<ul style="list-style-type: none"> •M.I.a.1. •M.I.a.2. •M.I.b.1. •M.I.c.1. •R.II.a.1. •R.IV.e.1. •S.I.a.1. •S.I.a.3 •S.I.b.1. 	<ul style="list-style-type: none"> • Checking Accounts • Business Papers related to Checking • Bank Reconciliation • Dishonored Checks • EBT's • Petty Cash Fund, Replenishing 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 5-1, OYO 5-1, App 5-1 • WT 5-2, OYO 5-2, App 5-2 • WT 5-3, OYO 5-3, App 5-3 • WT 5-4, OYO 5-4, App 5-4 • Journal Drill 5-D1 • Study Guide Ch 5 	<ul style="list-style-type: none"> • Mast. & Chlg. Prob. • Ch. 5 Test 	
WEEK #14 11/14 –11/18 PLC day: 11/18 WEEK #15 11/21 – 11/25 No school: 11/24 &11/25	<ul style="list-style-type: none"> •M.I.a.1. •M.I.a.2. •M.I.b.1. •M.I.c.1. •M.II.b.3. •M.II.e.3. •R.II.a.1. •R.IV.e.1. •S.I.a.1. 	<ul style="list-style-type: none"> • Work Sheet: Starting, Completing, Correcting Errors • Headings & Trial Balances • Adjustments 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 6-1, OYO 6-1, App 6-1 • WT 6-2, OYO 6-2, App 6-2 • WT 6-3, OYO 6-3, App 6-3 • WT 6-4, OYO 6-4, App 	<ul style="list-style-type: none"> • Mast. & Chlg. Prob. • Ch. 6 Test 	



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<p>WEEK #16 11/29 – 12/2</p>	<ul style="list-style-type: none"> •S.I.a.3 •S.I.b.1. •S.I.b.3. •S.I.b.4. • S.I.d.6. 		<p>6-4</p> <ul style="list-style-type: none"> • Journal Drills 6-D1, 6-D2 • Study Guide Ch 6 		
<p>WEEK #17 12/5 – 12/9 PLC day: 12/9</p> <p>WEEK #18 12/12 –12/16</p>	<ul style="list-style-type: none"> •M.I.a.1. •M.I.a.2. •M.I.b.1. •M.I.c.1. •M.II.b.3. •M.II.e.3. •R.II.a.1. •R.IV.e.1. 	<ul style="list-style-type: none"> • Financial Statements • Preparation of Income Statement • Component Percentages of Inc. St. • Balance Sheet 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 7-1, OYO 7-1, App 7-1 • WT 7-2, OYO 7-2, App 7-2 • Journal Drills 7-D1, 7-D2 • Study Guide Ch 7 	<ul style="list-style-type: none"> • Mast. & Chlg. Prob. • Ch. 7 Test 	
<p>WEEK #19 12/19 – 12/23 Winter Break Begins 12/21</p> <p>WEEK #20 1/2– 1/6 Classes Resume 1/4</p> <p>WEEK #21 1/9 – 1/13 Finals: 1/9 – 1/11 Marking Day: 1/12 Institute Day: 1/13</p>					



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WEEK	COLLEGE READINESS AND/OR COLLEGE BOARD CONTENT STANDARDS	INSTRUCTIONAL CONTENT	ACTIVITIES, READINGS, LABS, AND/OR ASSIGNMENTS	MAJOR ASSESSMENTS	OTHER
WEEK #1 1/16 – 1/20 No school: 1/16 WEEK #2 1/23 – 1/27 PLC day: 1/27 WEEK #3 1/30 – 2/3	<ul style="list-style-type: none"> • M.I.a.1. • M.I.a.2. • M.I.b.1. • M.I.c.1. • M.II.b.3. • M.II.e.3. • R.II.a.1. • R.IV.e.1. 	<ul style="list-style-type: none"> • Chpt 8: 206-219 • Adjusting Entries • Closing Entries • Post-Closing 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 8-1, OYO 8-1, App 8-1 • WT 8-2, OYO 8-2, App 8-2 • WT 8-3, OYO 8-3, App 8-3 • Journal Drills 8-D1 • Study Guide Ch 8 		
WEEK #4 2/6 – 2/10 PLC day: 2/10	<ul style="list-style-type: none"> • M.I.b.1. • M.I.c.1. • M.II.b.3. • M.II.e.3. • R.II.a.1. • R.IV.e.1. • S.I.a.1. 	<ul style="list-style-type: none"> • Ch 9: 234-258 • Purchases, Purchases Journal • Cash Payments & Discounts • Petty-Cash Report, Petty Cash Fund 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 9-1, OYO 9-1, App 9-1 • WT 9-2, OYO 9-2, App 9-2 • WT 9-3, OYO 9-3, 		



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<p>WEEK #5 2/13 – 2/17</p> <p>WEEK #6 2/20 – 2/24</p> <p>No school: 2/20</p> <p>PLC day: 2/24</p>	<ul style="list-style-type: none"> •S.I.a.3 •S.I.b.1. •S.I.b.3. •S.I.b.4. 	<ul style="list-style-type: none"> • Total, Prove, Rule, Start New Cash Payments • Purchases Returns & Allowances 	<ul style="list-style-type: none"> • App 9-3 • WT 9-4, OYO 9-4, App 9-4 • Journal Drills 9-D1, 9-D2 • Study Guide Ch 9 		
<p>WEEK #7 2/27 – 3/2</p> <p>WEEK #8 3/5 – 3/9</p> <p>No School: 3/5</p> <p>Institute Day 3/6</p>	<ul style="list-style-type: none"> •M.I.a.1. •M.I.a.2. •M.I.b.1. •M.II.b.3. •M.II.e.3. •R.II.a.1. •R.IV.e.1. •S.I.a.1. •S.I.a.3 •S.I.b.4. • S.I.d.6. 	<ul style="list-style-type: none"> • <u>Ch 10: 270-287</u> • Sales • Sales on Account • Cash Receipts • Sales Returns & Allowances 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 10-1, OYO 10-1, App 10-1 • WT 10-2, OYO 10-2, App 10-2 • WT 10-3, OYO 10-3, App 10-3 • Journal Drills 10-D1, 10-D2 • Study Guide Ch 10 		
<p>WEEK #9 3/12 – 3/16</p> <p>PLC day: 3/16</p> <p>WEEK #10 3/19 – 3/23</p> <p>End of 3rd Quarter: 3/23</p>	<ul style="list-style-type: none"> •M.I.a.1. •M.I.a.2. •M.I.b.1. •R.IV.e.1. •S.I.a.1. •S.I.a.3 •S.I.b.1. •S.I.b.3. •S.I.b.4. •S.I.d.6. 	<ul style="list-style-type: none"> • <u>Ch 11: 298-329</u> • Posting to Ledgers • Post from Purchases, Cash Payments, GJ to AP Ledger • Post from Purchases, Cash Payments, GJ to AR Ledger 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 11-1, OYO 11-1, App 11-1 • WT 11-2, OYO 11-2, App 11-2 • WT 11-3, OYO 11-3, App 11-3 • WT 11-4, OYO 11-4, App 11-4 		



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		<ul style="list-style-type: none"> • Post from cash payments, to GJ, to a GL • Special Journal to GL • Journalizing and Posting Correcting Entries 	<ul style="list-style-type: none"> • WT 11-5, OYO 11-5, App 11-5 • Journal Drills 11-D1 • Study Guide Ch 11 		
<p>WEEK #11 4/2 – 4/6 No School: 4/6</p> <p>WEEK #12 4/9 – 4/13 PLC day: 4/13</p>	<ul style="list-style-type: none"> • M.I.a.1. • M.I.a.2. • M.I.b.1. • M.I.c.1. • M.II.b.3. • M.II.e.3. • S.I.a.1. • S.I.a.3 • S.I.b.1. • S.I.b.3. • S.I.b.4. • S.I.d.6. 	<ul style="list-style-type: none"> • <u>Ch 12: 340-358</u> • Payroll Records, Time Cards • Payroll Taxes • Payroll Register, Earnings Record, Checks 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 12-1, OYO 12-1, App 12-1 • WT 12-2, OYO 12-2, App 12-2 • WT 12-3, OYO 12-3, App 12-3 • WT 12-4, OYO 12-4, App 12-4 • App 12-5 • Journal Drills 12-D1, 12-D2 • Study Guide Ch 12 		



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WEEK #13 4/16- 4/20 WEEK #14 4/23 – 4/27 PSAE: 4/24 & 4/25	<ul style="list-style-type: none"> •M.I.a.1. •M.I.a.2. •M.I.b.1. •M.I.c.1. •M.II.b.3. •M.II.e.3. •R.II.a.1. •R.IV.e.1. •S.I.a.1. •S.I.a.3 •S.I.b.1. 	<ul style="list-style-type: none"> • <u>Ch 13: 368-389</u> • Payroll Accounting • Payroll Taxes • Payroll Tax Reports • Withholding 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 13-1, OYO 13-1, App 13-1 • WT 13-2, OYO 13-2, App 13-2 • WT 13-3, OYO 13-3, App 13-3 • WT 13-4, OYO 13-4, App 13-4 • Journal Drills 13-D1, 13-D2 • Study Guide Ch 13 		
WEEK #15 4/30 – 5/4 PLC day: 5/4 WEEK #16 5/7 – 5/11	<ul style="list-style-type: none"> •M.I.a.1. •M.I.c.1. •M.II.b.3. •M.II.e.3. •R.II.a.1. •R.IV.e.1. •S.I.a.1. •S.I.a.3 •S.I.b.1. •S.I.b.3. •S.I.b.4. 	<ul style="list-style-type: none"> • <u>Ch 14: 404-436</u> • Distribution of Dividends • Prepare a Worksheet • Adjustments: <ul style="list-style-type: none"> ○ Merch Inv., Supp, PP Exp, Uncollectible Accts, Depreciations 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 14-1, OYO 14-1, App 14-1 • WT 14-2, OYO 14-2, App 14-2 • WT 14-3, OYO 14-3, App 14-3 • WT 14-4, OYO 14-4, App 14-4 • WT 14-5, OYO 14-5, 		



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	<ul style="list-style-type: none"> • S.I.d.6. 	<ul style="list-style-type: none"> • Federal Income Tax w/worksheet adjustment. 	App 14-5 <ul style="list-style-type: none"> • WT 14-6, OYO 14-6, App 14-6 • Journal Drills 14-D1, 14-D2 • Study Guide Ch 14 		
WEEK #17 5/14 – 5/18 PLC day: 5/18 WEEK #18 5/21 – 5/25 Seniors’ last day: 5/24	<ul style="list-style-type: none"> • M.I.a.1. • M.I.a.2. • M.I.c.1. • M.II.b.3. • R.II.a.1. • R.IV.e.1. • S.I.a.1. • S.I.a.3 • S.I.b.1. • S.I.b.3. • S.I.b.4. 	<ul style="list-style-type: none"> • <u>Ch 15: 446-471</u> • Financial Statements for Merch Bus. • Income Statement for Corporation • Inc Stmt Component Percentages & Financial Ratios • Stockholders Equity • Balance Sheet for Merch Bus organized as corporation 	<ul style="list-style-type: none"> • (Terms Review Each Sect). • WT 15-1, OYO 15-1, App 15-1 • WT 15-2, OYO 15-2, App 15-2 • WT 15-3, OYO 15-3, App 15-3 • WT 15-4, OYO 15-4, App 15-4 • Journal Drills 15-D1, 15-D2 • Study Guide Ch 15 		
WEEK #19 5/28 – 6/1 No school: 5/28 Final Exams: 5/29 – 5/31 Marking Day: 6/1	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Final Review 	<ul style="list-style-type: none"> • Final Review 	<ul style="list-style-type: none"> • Final Exams 	