

Accounting is the Language of Business. It is planning, keeping, analyzing and interpreting financial records for Home & Business.



Accounting 1 consists of preparing a balance sheet, analyzing and recording transactions, posting, preparing a work sheet and financial statements, recording and posting adjusting and closing entries for a sole proprietorship.

- A. Accounting Careers and Concepts/Starting an Accounting system.
- B. Changes caused by Business Transactions.
- C. Analyzing Transactions into Debit and Credit Parts.
- D. Journalizing Business Transactions.
- E. Posting to General Ledger.
- F. Work Sheet for a Service Business.
- G. Financial Statements for a Proprietorship.
- H. Adjusting and Closing Entries for a Service Business.
- I. Checking Account and Reconciling a Bank Statement.
- J. Final Exam



Accounting 2 consists of preparing a balance sheet, analyzing transactions, posting, preparing a work sheet and financial statements, recording and posting, adjusting and closing entries for a partnership.

- A. Journalizing Purchases and Cash Payments
- B. Journalizing Sales and Cash Receipts
- C. Posting to General and Subsidiary Ledgers
- D. Fitness Junction
- E. Work Sheet for a Merchandising Business
- F. Financial Statement for a partnership
- G. Adjusting and Closing Entries for a Merchandising Business
- H. Review
- I. Final



Accounting 3 you will be learning the following:

- A. Special Journal
- B. Accounting for Accounts Receivable
- C. Plant and asset depreciation
- D. Method of Inventory
- E. Account Expenses and Reversing Entries
- F. Preparation of Worksheet and Financial Schedule
- G. Closing the books

You are the accountant for the Putting Green Golf Supply Company and will be performing the above tasks for this corporation.

