

# New Hampshire Accounting Technology/Technician Curriculum Outline

## I. Introduction to Accounting

1. Forms & Activities of Business Entities
2. Users of Accounting Information
3. Ethics and Social Responsibility
4. Careers in Accounting
5. Uses of Financial Statements
6. Generally Accepted Accounting Principles
7. Transactions and the Accounting Equation

## II. The Accounting Cycle

1. Double-Entry Accounting
2. Analyzing, Journalizing, and Posting Transactions
3. Preparing an Unadjusted Trial Balance
4. Preparing the Worksheet
5. Analyzing, Journalizing, and Posting Adjusting Entries
6. Preparing an Adjusted Trial Balance
7. Preparing Financial Statements
8. Analyzing, Journalizing, and Posting Closing Entries
9. Preparing a Post-Closing Trial Balance

## III. Accounting for Service and Merchandising Activities

1. Calculating Purchase and Sales Adjustments
2. Analyzing, Journalizing, and Posting for Purchase and Sales Transactions using General and Special Journals
3. Preparing Financial Statements
4. Reporting Merchandise Inventory using Periodic and Perpetual Inventory Systems
5. Calculating and Assigning Costs to Inventory using Different Inventory Valuation Methods

IV. Internal Controls and Financial Reporting for Cash

1. Accounting and Banking Regulations
2. Understanding Internal Controls
3. Using Cash Controls for Receipts and Payments
4. Establishing and Replenishing Petty Cash
5. Preparing Bank Reconciliations

V. Accounting for Receivables

1. Applying Accounting Principles and Financial Reporting Standards
2. Understanding Accounts Receivables, Notes Receivables, Dishonored Receivables and Uncollectible Accounts
3. Issuing Notes Receivable/Discounted Notes Receivable
4. Analyzing, Journalizing, and Posting for Receivables

VI. Fixed and Intangible Assets

1. Analyzing, Journalizing, and Posting the Purchase of Fixed and Intangible Assets
2. Accounting for the Disposal, Sale, or Trade-in of Fixed Assets
3. Calculating Depreciation and Amortization of Assets
4. Analyzing, Journalizing, and Posting Depreciation and Amortization of Assets
5. Preparing Financial Statements and Subsidiary Schedules

VII. Payroll Procedures

1. Preparing and Maintaining Payroll Records
2. Calculating Earnings, Deductions, and Employer Liabilities
3. Analyzing, Journalizing, and Posting Payroll Transactions

VIII. Accounting for Current and Long-Term Liabilities

1. Reporting Current and Estimated Liabilities
2. Evaluating Bond Characteristics
3. Calculating and Reporting Bond Values

- IX. Accounting for Partnerships, Corporations, and Limited Liability Companies
1. Understanding the Legal Characteristics of Partnerships, Corporations, and LLCs
  2. Analyzing, Journalizing, and Posting Transactions for Partnerships, Corporations, and LLCs
  3. Recording the Allocation of Net Income
  4. Analyzing, Journalizing, and Posting the Addition and Withdrawal of Partner(s)
  5. Creating a Statement of Partnership Capital
  6. Analyzing, Journalizing, and Posting the Issuance of Stock
  7. Analyzing, Journalizing, and Posting Corporate Earning Distributions
  8. Analyzing, Journalizing, and Posting Cash Dividends, Stock Dividends, and Stock Splits
  9. Preparing the Statement of Changes in Retained Earnings
  10. Analyzing, Journalizing, and Posting Treasury Stock Transactions
- X. Accounting for Long and Short Term Investments
1. Understanding the Different Methods and Criteria used for Investment Decisions
  2. Understanding Fair Market Value and Equity Methods
  3. Analyzing, Journalizing, and Posting Entries for Fair Market Value and Equity Methods
- XI. Financial Reporting and Analysis
1. Analyzing Financial Statements and Measuring Profitability
  2. Interpreting the Statement of Cash Flows
  3. Analyzing Financial Ratios

**Note: This curriculum is in no particular order and will fulfill the requirements for completion of the accounting technology/technician program. This curriculum was developed by both secondary and postsecondary faculty in New Hampshire.**