



## **MISSION COLLEGE CTE ARTICULATION AGREEMENT OVERVIEW AND BENEFITS**

This **Articulation Agreement** is between **MISSION COLLEGE** and **Milpitas High School**. It affirms the commitment that each has with respect to program articulation.

Mission College and **Milpitas High School** staff, representing their respective educational programs, have met, analyzed, and compared the content and exit competencies of their course of instruction. They have agreed that the Milpitas High School class **Principles of Accounting** articulates with Mission College's **Basic Accounting Principles and Procedures** curriculum.

The attached Articulation Agreement shall be placed into effect on this date. **This agreement will remain in effect until June 2020.**

### ***Benefits to the Students:***

- Provides incentives for students to continue their education.
- Allows students to receive college credit and/or advanced placement through effort and achievement at the secondary schools, reducing duplication of effort and time, thus lowering costs.
- Provides students with assessment, placement, orientation and counseling services to ease the transition from secondary school to the college.
- Enhances job opportunities by helping students quickly acquire specific marketable job skills.

### ***Benefits to Secondary Schools/Mission College:***

- Supports matriculation by preparing students for an identified Program of Study/Career Pathway.
- Goal oriented, better prepared students increase retention.
- Provides the opportunity for the college to focus on higher-end courses within the Pathway.

### ***Benefit to the Community and Industry:***

- Allows industry and community opportunities for direct input into the curriculum.
- Improves communication with other educational entities and prospective employers.
- Provides employees with relevant competencies for career applications.

### ***Benefits to Faculty:***

- Secondary school instructors gain first-hand information about community college programs and services.
- Community college faculty gain information about secondary school programs and capabilities.
- Helps faculty understand how their courses fit into the overall Program of Study/Career Pathway.
- Connects faculty to their role as workforce development leaders within their community, assisting them to counsel students in Programs of Study/Career Pathways.



**ARTICULATION AGREEMENT COURSE OVERVIEW PAGE**  
**MISSION COLLEGE**  
**CTE Articulation Form**  
**School Year: 2018-2020**

College	Mission College	HS/Adult School/ROP	Milpitas High School
Course Name/#	<b>Basic Accounting Principles and Procedures ACC022</b>	Course Name/#	<b>Principles of Accounting</b>
Program	<b>Accounting</b>	Program	Business
Units	5.0	Hours	180 Hours
Textbooks/ Software	College Accounting Basic Accounting Concepts Principles and Procedures, Vol. 1 & 2		<p>The curriculum materials to be used in this course include the following:</p> <ul style="list-style-type: none"> <li>• <i>Glencoe Accounting, First-Year Course</i> textbook</li> <li>• <i>Glencoe Accounting, First-Year Course</i> Chapter Reviews and Working Papers</li> <li>• <i>Glencoe Accounting</i> Electronic Learning Center Multimedia CD-ROMs</li> <li>• Peachtree Complete® Accounting Practice Sets and Spreadsheet Templates CD-ROM</li> <li>• <i>Adventure Travels</i> Accounting Simulation</li> <li>• <i>Accounting Portfolio</i></li> <li>• <i>National Academy Foundation (NAF) for Managerial Accounting</i></li> <li>• <i>Student / Instructor Communication Tools (School Loop and Google for Education)</i></li> <li>• Pencil, pen, ruler, and hand-held calculator</li> </ul>


Accounting 022 is a step-by-step yet comprehensive introduction to accounting concepts, principles and procedures. The course is recommended for individuals who are new to accounting and need to acquire a thorough understanding of essential concepts, principles, and procedures that other courses may cover more quickly, and for those who need a review or who have had difficulty in other introductory accounting classes. This course introduces the student to: what a business is, assets and claims on assets, in-depth event (transaction) analysis, overview of the accounting process, how to use debits and credits, the general journal and ledger, adjustments, closing, introduction to financial statement preparation, and introduction to the conceptual framework of accounting. Following the emphasis on basic concepts, the course completes the full accounting cycle with the worksheet, merchandising operations, special journals, introduction to computerized accounting, and internal control for cash. A supplementary basic math review is also available.

Accounting introduces the entire accounting cycle which is the language of business.. Each unit introduces a new set of concepts in a building block format. Students learn each concept in order by simulating an actual business basic principles, concepts, theories and procedures for recording, analyzing, and interpreting financial data of accounting. The complete accounting cycle is review again adding a merchandising business organized as a corporation which expands the students' subject knowledge. The primary difference between a merchandising business and a service business is that a merchandising business purchases goods for resale and charges sales tax. Those transactions are new accounts and along with the Cost of Merchandise Sold are added to the income statement and balance sheet. Financial Literacy presents basic personal financial concepts. This integrated supplemental content builds a sound understanding for planning, investment and management of personal finances that when studied along side accounting, students will grasp how the two subjects complement one another.

## ARTICULATION AGREEMENT COURSE COMPARISON PAGE



School: Milpitas High School

Course: Principles of Accounting

Mission College Course Content	
<b>I. What Is a Business?</b> <b>A) What a business is and what it does</b> <b>B) Assets and claims on assets</b> <b>C) The accounting equation to show condition and make decisions</b>	<b>1. Introduction to Accounting</b> <ul style="list-style-type: none"> <li>You and the World of Accounting</li> <li>The World of Business and Accounting</li> </ul>
<b>II. Transactions – Analyzing and Visualizing</b> <b>A) The individual and cumulative effects of transactions</b> <b>B) Common assets and liabilities</b> <b>C) The four basic changes in owner's equity</b>  <b>III. Transactions – Basic Recording Concepts</b> <b>A) The accounting process</b> <b>B) Recording using the accounting equation (pre-debit/credit)</b>  <b>IV. Preparing and Interpreting Financial Statements</b> <b>A) Preparation of an income statement, a statement of owner's equity and a balance sheet</b> <b>B) Compare, contrast, and connect all the financial statements</b> <b>C) The application and interpretation of ratios and other analytical procedures to the balance sheet, income statement, and statement of cash flows</b> <b>D) The conceptual framework of accounting</b>  <b>V. Transactions – Recording in a Basic Accounting System</b> <b>A) Using accounts</b> <b>B) Using debits and credits with a journal and ledger</b> <b>C) The accounting cycle through the trial balance</b> <b>D) Essential ethical considerations in the accounting process</b> <b>VI. Adjusting the Accounts</b> <b>A) The meaning of "accounting period"</b> <b>B) The basic principles of revenues and expenses</b> <b>C) The concept of adjusting entries</b> <b>D) Calculation and preparation adjusting entries</b>  <b>VII. Completing the Accounting Cycle</b> <b>A) Preparation of closing entries</b> <b>B) The worksheet</b> <b>C) The complete accounting cycle</b>	<b>2. The Basic Accounting Cycle</b> <ul style="list-style-type: none"> <li>Business Transactions and the Accounting Equation</li> <li>Transactions that Affect Assets, Liabilities, and Owner's Equity</li> <li>Transactions that Affect Revenue, Expenses, and Withdrawals</li> <li>Recording Transactions in a General Journal</li> <li>Posting Journal Entries to General Ledger Accounts</li> <li>The Six-Column Work Sheet</li> <li>Financial Statements for a Sole Proprietorship</li> <li>Completing the Accounting Cycle for a Sole Proprietorship</li> <li>Cash Control and Banking Activities</li> </ul> <b>Work based Learning Simulations-Peachtree</b> <ul style="list-style-type: none"> <li>Canyon.com Web Sites</li> <li>Fast Track Tutoring Service</li> <li>Adventure Travels</li> </ul>

	<b>3. Accounting for a Payroll System</b> <ul style="list-style-type: none"> <li>• Payroll Accounting</li> <li>• Payroll Liabilities and Tax Records</li> </ul> <b>Work based Learning Simulations-Peachtree</b> <ul style="list-style-type: none"> <li>• Green Thumb Plant Service</li> </ul>
<b>VIII. Merchandising Operations</b> <b>A) Service operations distinguished from merchandising operations</b> <b>B) How sales are recorded and reported</b> <b>C) Recording purchases: using the periodic inventory system</b> <b>D) Recording purchases: using the perpetual inventory system</b> <b>E) Period-end procedures for merchandising operations</b> <b>F) Income statement, statement of owner's equity and balance sheet review. contingencies.</b>	<b>4. The Accounting Cycle for a Merchandising Corporation</b> <ul style="list-style-type: none"> <li>• Accounting for Sales and Cash Receipts</li> <li>• Accounting for Purchases and Cash Payments</li> <li>• Special Journals: Sales and Cash Receipts</li> <li>• Special Journals: Purchases and Cash Payments</li> <li>• Adjustments and the Ten-Column Work Sheet</li> <li>• Financial Statements for a Corporation</li> <li>• Completing the Accounting Cycle for a Merchandising Corporation</li> <li>• Accounting for Publicly Held Corporations</li> </ul> <b>Work based Learning Simulations-Peachtree</b> <ul style="list-style-type: none"> <li>• In-Touch Electronics</li> <li>• Outer Banks Marketplace, Inc.</li> </ul>
<b>IX. Accounting Systems</b> <b>A) The accounting system and its basic features</b> <b>B) Special journals and transaction types</b> <b>C) Using special journals and recording all transaction types in special journals</b> <b>D) Identifying the elements of a computerized accounting system</b> <b>E) Explaining the relationship of modular elements in a computerized system</b> <b>X. Cash Internal Control</b> <b>A) The meaning of internal control</b> <b>B) How to prepare a bank reconciliation</b> <b>C) Other internal procedures for cash</b>	<b>5. Accounting for Special Procedures</b> <ul style="list-style-type: none"> <li>• Cash Funds</li> <li>• Plant Assets and Depreciation</li> <li>• Uncollectible Accounts Receivable</li> <li>• Inventories</li> <li>• Notes Payable and Receivable</li> </ul> <b>Work based Learning Simulations-Peachtree</b> <ul style="list-style-type: none"> <li>• Kite-Loft, Inc.</li> <li>• Digital Express</li> </ul>
<b>A.</b>	<b>6. Accounting for Partnerships</b> <ul style="list-style-type: none"> <li>• Introduction to Partnerships</li> <li>• Financial Statements for a Partnership</li> <li>• Ethics in Accounting</li> </ul> <b>Work based Learning Simulations-Peachtree</b> <ul style="list-style-type: none"> <li>• Fine Finishes</li> </ul>



## ARTICULATION AGREEMENT    COURSE COMPARISON PAGE

School: Milpitas High School  
Course: Principles of Accounting

Mission College Course Student Learning Outcomes	HS/Adult School/ROP Course Student Learning Outcomes
Describe and explain the essential functions and structure of a business.	See Syllabus attached
Explain the accounting process through trial balance and describe key elements for a service business	2.
Apply transaction analysis procedure and enter data into correct accounts	3.

## ARTICULATION AGREEMENT    MEASUREMENT PAGE

School: Milpitas High School

Course: Principles of Accounting



Demonstrate a working vocabulary for: Accounts and accounting cycle elements, elements of a basic accounting system, GAAP basic principles and sources of GAAP, accruals and deferrals, closing, merchandising accounting, cash and internal control.	1. Problem solving exercises; oral and written assignments; quizzes and examinations, which include problem solving, essay and/or analysis interpretation and presentation. Topics included in the course, such as inventory valuation, receivables, fixed and intangible assets, current and long-term liabilities, will be assessed using multiple methods, as described.
Recognize the following key elements in the accounting cycle: which accounts require adjustments and why the adjustments are done, which accounts require closing and the purpose of closing, the essential differences between service and merchandising accounting, the need for cash internal control, and the requirements for reporting current liabilities.	2.
Demonstrate the ability to perform the following: correctly record prepaid adjustments (prepaid expense, unearned revenue, and depreciation) and accrual adjustments (accrued revenue and accrued expense), apply correct GAAP principles when recording transactions, and prepare GAAP-compliant financial statements (income statement, statement of owner's equity, and balance sheet) for both a service business and merchandising business operated as a sole proprietorship.	3.
Demonstrate the ability to follow the proper sequence and procedures of the accounting cycle that results in the preparation of correct financial statements (income statement, statement of owner's equity, and balance sheet) for both service and merchandising companies for a sole proprietorship	4.
	5.

Credit for the course listed will be granted if the following criteria are met:

- ☒ Stipulated grade of B or better
- ☒ Credit-by-Examination administered by (X) Secondary School ( ) Mission College
- ☐ Demonstration/Portfolio
- ☐ Certification of specific competencies



Business Finance

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**Principles of Accounting  
Syllabus  
Milpitas High School  
Business Department**

<b>Instructor: Elliott Terr</b>	<b>Date: April 24, 2016</b>
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**Introduction**

*Computerized Accounting (Accounting 1)* with Managerial Accounting is a comprehensive, two-semester, one-year course designed to bring the real world of accounting into the classroom. Students will have the opportunity to use real-world accounting software, real-world source documents, real-world financial statements, and real-world multimedia.

**Course Objectives**

This hands-on computerized course will prepare students for accounting career interests or college accounting courses by acquainting students with the elements of completing the accounting cycle. Principles and procedures for sole proprietorships, partnerships, and corporations will be presented including in-depth study of assets, liabilities, and equity. Debits and credits provide the basis for double entry accounting utilizing computerized accounting programs.

Managerial Accounting introduces the fundamentals of management accounting, including manufacturing and cost accounting, budgeting, accounting for managerial decision-making, and financial statement analysis. Students learn how to use accounting information for internal decision-making and planning and control. Regardless of the career path they choose, this course gives students the financial acumen necessary to make informed personal and business decisions.

**Required Curriculum Materials**

The curriculum materials to be used in this course include the following:

- *Glencoe Accounting, First-Year Course* textbook
- *Glencoe Accounting, First-Year Course* Chapter Reviews and Working Papers
- *Glencoe Accounting* Electronic Learning Center Multimedia CD-ROMs
- Peachtree Complete® Accounting Practice Sets and Spreadsheet Templates

**CD-ROM**

- *Adventure Travels* Accounting Simulation
- *Accounting Portfolio*

- *National Academy Foundation (NAF) for Managerial Accounting*
- *Student / Instructor Communication Tools (School Loop and Google for Education)*
- Pencil, pen, ruler, and hand-held calculator

## **Prerequisites**

None

## **Testing**

Students will be tested at the end of each chapter and unit. Chapter tests consist of problems and matching vocabulary, true/false, and multiple-choice questions. The time required to complete a chapter test is usually 30–40 minutes. Unit tests are designed like chapter tests and are administered after completing four to five chapters. Unit tests usually require about 40–50 minutes to complete.

## **Missed Tests**

If a student misses a test, it is the student's responsibility to make arrangements with the instructor to make up the test immediately upon return to school. A fair and reasonable amount of time will be made to accommodate students with lengthy absences.

## **Grading**

Tests	30%
In class Assignments	30%
Homework	10%
Vocabulary Quizzes	10%
Class Participation	10%
Final	10%

## **Classroom Policies**

It is the goal of this school district to provide all students with a conducive and safe environment for learning. Therefore, it is each student's responsibility to help achieve this goal by extending to each other, as well as to your instructor, the same degree of courtesy and respect that you wish for others to extend to you. It is also each student's responsibility to arrive to class on time and to maintain a good school attendance record. Violation of classroom policies will be handled according to school district policy.

Food and Drinks will not be allowed in the classroom. Failure to follow this rule will result in disposal of the items. I do not want to see or hear gum either! Appropriate discipline will be given.

## Tutoring

Because one of the goals of this course is to help all students find success in accounting, your instructor will make arrangements to be available before and after school to provide tutoring if you are having difficulty with accounting. You are encouraged to make arrangements with your instructor if you need additional help.

## Course Coverage

In this course, we will use the following class schedule.

Unit/Chapter	Topics - Principals of Accounting
<b>Unit 1</b>	<b>Introduction to Accounting</b>
Chapter 1	You and the World of Accounting
Chapter 2	The World of Business and Accounting
<b>Unit 2</b>	<b>The Basic Accounting Cycle</b>
Chapter 3	Business Transactions and the Accounting Equation
Chapter 4	Transactions that Affect Assets, Liabilities, and Owner's Equity
Chapter 5	Transactions that Affect Revenue, Expenses, and Withdrawals
Chapter 6	Recording Transactions in a General Journal
Chapter 7	Posting Journal Entries to General Ledger Accounts
<b>Mini Practice Set 1</b>	<i>Canyon.com Web Sites</i>
Chapter 8	The Six-Column Work Sheet
Chapter 9	Financial Statements for a Sole Proprietorship
Chapter 10	Completing the Accounting Cycle for a Sole Proprietorship
Chapter 11	Cash Control and Banking Activities
<b>Mini Practice Set 2</b>	<i>Fast Track Tutoring Service</i>



## CTE ARTICULATION AGREEMENT SIGNATURE PAGE

### Mission College Instructor

Signature: Chris Zilg  
Print Name: Chris Zilg  
Date: 5/8/18  
Phone: 408/855/5356  
Email: christopher.zilg@missioncollege.edu

### Mission College Department Faculty Chair

Signature: Chris Zilg  
Print Name: Chris Zilg  
Date: 5/8/18  
Phone: 408/855/5356  
Email: christopher.zilg@missioncollege.edu

### Mission College Instructional Dean/Designee

Signature: Mina Jahan 5/8/18  
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L Mina Jahan  
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E

### HS/Teacher

Signature: Elliott Terr  
Print Name: Elliott Terr  
Date: 04/28/2018  
Phone: 408/635/2800 Ext. 4006  
Email: eterr@musd.org

### HS/Principal/Designee

Signature: [Signature]  
Print Name: Francis Rojas  
Date: 5/24/18  
Phone: 408/635/2800 Ext. 4120  
Email: frojas@musd.org

### HS Superintendent of Instruction/Designee

Signature: \_\_\_\_\_  
Print Name: Norma Rodriguez  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Phone: 408/635/2600 Ext 6006  
Email: nrodriguez@musd.org

Please Attach Official Course Outlines/Syllabi/ Pertinent Documentation