

Accounting (6320/36 weeks)

Accounting (6320/36 weeks) ACC

A Demonstrating Personal Qualities and Abilities ACC.1

- 1 Demonstrate creativity and innovation. ACC.1.1
 - 2 Demonstrate critical thinking and problem solving. ACC.1.2
 - 3 Demonstrate initiative and self-direction. ACC.1.3
 - 4 Demonstrate integrity. ACC.1.4
 - 5 Demonstrate work ethic. ACC.1.5
-

B Demonstrating Interpersonal Skills ACC.2

- 6 Demonstrate conflict-resolution skills. ACC.2.6
 - 7 Demonstrate listening and speaking skills. ACC.2.7
 - 8 Demonstrate respect for diversity. ACC.2.8
 - 9 Demonstrate customer service skills. ACC.2.9
 - 10 Collaborate with team members. ACC.2.10
-

C Demonstrating Professional Competencies ACC.3

- 11 Demonstrate big-picture thinking. ACC.3.11
- 12 Demonstrate career- and life-management skills. ACC.3.12
- 13 Demonstrate continuous learning and adaptability. ACC.3.13
- 14 Manage time and resources. ACC.3.14
- 15 Demonstrate information-literacy skills. ACC.3.15
- 16 Demonstrate an understanding of information security. ACC.3.16
- 17 Maintain working knowledge of current information-technology (IT) systems. ACC.3.17
- 18 Demonstrate proficiency with technologies, tools, and machines common to a specific occupation. ACC.3.18
- 19 Apply mathematical skills to job-specific tasks. ACC.3.19
- 20 Demonstrate professionalism. ACC.3.20
- 21 Demonstrate reading and writing skills. ACC.3.21
- 22 Demonstrate workplace safety. ACC.3.22

D Examining All Aspects of an Industry ACC.4

- 23 Examine aspects of planning within an industry/organization. ACC.4.23
- 24 Examine aspects of management within an industry/organization. ACC.4.24
- 25 Examine aspects of financial responsibility within an industry/organization. ACC.4.25
- 26 Examine technical and production skills required of workers within an industry/organization. ACC.4.26
- 27 Examine principles of technology that underlie an industry/organization. ACC.4.27
- 28 Examine labor issues related to an industry/organization. ACC.4.28
- 29 Examine community issues related to an industry/organization. ACC.4.29
- 30 Examine health, safety, and environmental issues related to an industry/organization. ACC.4.30

E Addressing Elements of Student Life ACC.5

- 31 Identify the purposes and goals of the student organization. ACC.5.31
- 32 Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult. ACC.5.32
- 33 Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects. ACC.5.33
- 34 Identify Internet safety issues and procedures for complying with acceptable use standards. ACC.5.34

F Exploring Work-Based Learning ACC.6

- 35 Identify the types of work-based learning (WBL) opportunities. ACC.6.35
- 36 Reflect on lessons learned during the WBL experience. ACC.6.36
- 37 Explore career opportunities related to the WBL experience. ACC.6.37
- 38 Participate in a WBL experience, when appropriate. ACC.6.38

G Understanding Businesses ACC.7

- 39 Describe accounting, including its purpose and importance. ACC.7.39
- 40 Describe the role accounting plays in the global economy. ACC.7.40
- 41 Identify the forms of business ownership and the ways they affect accounting. ACC.7.41
- 42 Identify the basic financial statements. ACC.7.42
- 43 Explain the scope of generally accepted accounting principles (GAAP) in relation to financial reporting concepts. ACC.7.43
- 44 Analyze transactions through the use of T accounts. ACC.7.44
- 45 Explore career opportunities in accounting. ACC.7.45
- 46 Identify the personal characteristics of a professional accountant. ACC.7.46

H Understanding the Accounting Cycle for a Service Business ACC.8

- 47 Demonstrate the effects of transactions on the accounting equation. ACC.8.47
- 48 Evaluate source documents to journalize transactions. ACC.8.48
- 49 Prepare a chart of accounts. ACC.8.49
- 50 Process customer invoices for a service business. ACC.8.50
- 51 Process vendor invoices for a service business. ACC.8.51
- 52 Record transactions in a general journal. ACC.8.52
- 53 Post journal entries to the general ledger. ACC.8.53
- 54 Prepare a trial balance. ACC.8.54
- 55 Prepare a worksheet to plan end-of-period adjustments for a service business. ACC.8.55
- 56 Prepare financial statements for a service business. ACC.8.56
- 57 Examine the differences between net income and net loss. ACC.8.57
- 58 Prepare entries to close temporary accounts for a service business. ACC.8.58
- 59 Record adjusting and closing entries for a service business. ACC.8.59
- 60 Prepare a post-closing trial balance for a service business ACC.8.60
- 61 Explain the steps of the accounting cycle for a service business. ACC.8.61
- 62 Describe record-organization and retention-schedule procedures for a service business. ACC.8.62
- 63 Maintain financial records for a service business, using accounting or spreadsheet software. ACC.8.63

I Understanding the Accounting Cycle for a Merchandising Business ACC.9

- 64 Compare accounting procedures for different types of business ownership and business cycles. ACC.9.64
- 65 Differentiate between a service and a merchandising business. ACC.9.65
- 66 Differentiate between periodic and perpetual inventory systems in a merchandising business. ACC.9.66
- 67 Identify journals and their uses. ACC.9.67
- 68 Record sales transactions for a merchandising business. ACC.9.68
- 69 Record cash receipts transactions. ACC.9.69
- 70 Prepare the schedule of accounts receivable. ACC.9.70
- 71 Process customer invoices for a merchandising business. ACC.9.71
- 72 Process vendor invoices for a merchandising business. ACC.9.72
- 73 Record purchase transactions for a merchandising business. ACC.9.73
- 74 Record cash payment transactions. ACC.9.74
- 75 Post from journals to the general ledger and the accounts payable subsidiary ledger. ACC.9.75
- 76 Prepare the schedule of accounts payable. ACC.9.76
- 77 Prepare a worksheet to plan end-of-period adjustments for a merchandising business. ACC.9.77
- 78 Prepare financial statements for a merchandising business. ACC.9.78
- 79 Analyze financial statements for a merchandising business. ACC.9.79
- 80 Prepare entries to close temporary accounts for a merchandising business. ACC.9.80
- 81 Record adjusting and closing entries for a merchandising business. ACC.9.81
- 82 Prepare the post-closing trial balance for a merchandising business. ACC.9.82
- 83 Explain the effect of the use of technology on the steps of the accounting cycle. ACC.9.83
- 84 Explain the steps of the accounting cycle for a merchandising business. ACC.9.84
- 85 Describe record-organization and retention-schedule procedures for a merchandising business. ACC.9.85
- 86 Maintain financial records for a merchandising business, using accounting or spreadsheet software. ACC.9.86

J Understanding Cash Control Systems ACC.10

- 87 Reconcile a bank statement. ACC.10.87
- 88 Journalize banking transactions. ACC.10.88
- 89 Maintain petty cash records. ACC.10.89
- 90 Maintain a business checking account. ACC.10.90
- 91 Prepare entries involving cash short and over. ACC.10.91
- 92 Identify security considerations related to internal control procedures. ACC.10.92

K Implementing Payroll and Payroll Tax Procedures ACC.11

- 93 Describe payroll concepts used to determine gross earnings. ACC.11.93
- 94 Explain the purposes of payroll withholdings/deductions. ACC.11.94
- 95 Calculate employee gross earnings, withholdings, and net pay on a payroll register. ACC.11.95
- 96 Explain employer payroll taxes. ACC.11.96
- 97 Calculate employer payroll taxes. ACC.11.97
- 98 Record payroll and payroll tax expense transactions. ACC.11.98
- 99 Maintain employee earnings records. ACC.11.99
- 100 Prepare payroll checks. ACC.11.100
- 101 Identify source documents required for adding and deleting employees from payroll. ACC.11.101
- 102 Describe record-organization and retention-schedule procedures for payroll and payroll taxes. ACC.11.102
- 103 Prepare employer tax returns. ACC.11.103
- 104 Maintain financial records relating to payroll, using accounting and spreadsheet software. ACC.11.104

L Implementing Accounting for Other Scheduled Procedures ACC.12

- 105 Maintain records for depreciation. ACC.12.105
- 106 Analyze records for accounts receivable write-offs. ACC.12.106
- 107 Record inventories. ACC.12.107
- 108 Maintain records for notes payable and notes receivable. ACC.12.108
- 109 Maintain records for prepaids. ACC.12.109
- 110 Maintain records for accruals. ACC.12.110

M Understanding Accounting Business Ethics ACC.13

- 111 Describe confidentiality concepts and policies for accounting. ACC.13.111
- 112 Identify essential characteristics of professional conduct for accountants. ACC.13.112

N Preparing for Industry Certification and/or College Level Examination (CLEP)**Testing** ACC.14

- 113 Describe the process and requirements for obtaining industry certifications and/or taking CLEP examinations related to the Accounting course. ACC.14.113
- 114 Identify testing skills/strategies for a certification and/or CLEP examination. ACC.14.114
- 115 Demonstrate the ability to complete selected practice examinations (e.g., practice questions similar to those on certification or CLEP exams). ACC.14.115
- 116 Complete an industry certification or CLEP examination representative of the skills learned in this course (e.g., IC3, CLEP). ACC.14.116

O Developing Employability Skills ACC.15

- 117 Identify the steps to follow in resigning from a position. AACC.15.117
- 118 Create a portfolio containing representative work samples. AACC.15.118
- 119 Identify personal presentation standards expected during interviews. AACC.15.119
- 120 Explain the importance of a professional online presence. AACC.15.120