Arkansas CTE

Computerized Accounting I: Grades 9-12 (2024)

Determine and discuss the value of professionalism and involvement in professional, academic and leadership activities. 1

1 **Put indicator here.** 1.1

1. Discuss the Career and Technical Student Organizations (CTSO) and draw connections between participation and success. Identify and discuss successful professionals and their involvement in either FBLA or DECA. 1.1.1
2. Discuss CTSO activities which reinforce and connect real-world application to the curriculum taught in the classroom. 1.1.2
3. Discuss CTSO competitive events and identify sources to help prepare for success in competitive events. 1.1.3
4. Understand the importance of professional dress. Evaluate appropriate dress for different occupations and careers. 1.1.4
5. Research professional organizations for accounting related careers and discuss the importance of membership and participation in professional organizations for career development and growth. 1.1.5

2 **Develop personal traits for success in Accounting careers (durable skills).** 1.2

1. Demonstrate effective communication skills. 1.2.1
2. Comprehend and explain the importance of punctuality and attendance. 1.2.2
3. Identify traits important to success such as initiative, positive attitude, enthusiasm, self-confidence, etc. 1.2.3
4. Describe integrity, ethical leadership, and the importance of these on one's career and business success. Evaluate real-world scenarios and discuss the ethical considerations involved in those situations. 1.2.4
5. Participate in team exercises modeled on projects that would require teamwork in the workplace. 1.2.5

3 **Understand, explain, and demonstrate the concept and importance of digital presence.** 1.3

1. Understand, explain, and demonstrate the concept and importance of digital presence. 1.3.1
2. Analyze one's current digital presence. 1.3.2

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4 **Research, analyze and describe Accounting careers.** 1.4

1. Research accounting careers and determine skills necessary for success in a variety of accounting related careers. 1.4.1
2. Analyze personal interests and skills needed for success. 1.4.2
3. Identify professional certifications available for various careers and levels of professionals in the accounting field. 1.4.3

5. **Understand and discuss the history and evolution of accounting methods.** 1.5
   1. Discuss historical events that affected accounting principles and methods. (Stock Market Crash of 1929, Enron, etc.) 1.5.1
   2. Discuss how evolving technology affected accounting methods and procedures. 1.5.2

Discuss types of business and professionalism in the workplace. 2

1. **Define, identify, and recognize the different types of business structures (service and merchandising) and the different forms of business ownership (sole proprietorship, partnership, and corporations).** 2.1
   1. Investigate and compare service and merchandising businesses 2.1.1
   2. Compare and contrast the three major forms of business ownership. 2.1.2
   3. Examine the decision-making skills needed for each form of business ownership 2.1.3
   4. Compare and contrast transparency requirements between public and private corporations. 2.1.4
2. **Identify characteristics of professional work ethics. Identify and discuss the commonly accepted accounting concepts.** 2.2
   1. Discuss the importance of honesty, privacy, and integrity. 2.2.1
   2. Examine ethical and unethical business practices. 2.2.2
   3. Identify and discuss the objective evidence adequate disclosure concept, going concern concept, accounting period cycle, business entity, consistent reporting, matching expenses with revenue, historical cost, realization of revenue, and consistent reporting. 2.2.3

Create and apply the basic accounting cycle to business documents. 3

1. **Explain and analyze the accounting equation and its relationship to the chart of accounts.** 3.1
   1. Identify the components of the accounting equation. 3.1.1
   2. Discuss and demonstrate how a chart of accounts is prepared and maintained. 3.1.2
   3. Analyze how the accounting equation impacts the chart of accounts. 3.1.3
2. **Explain how business activities change the accounting equation.** 3.2
   1. Explain and analyze transactions in debit and credit parts. 3.2.1
   2. Distinguish normal balance of all accounts 3.2.2

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3 Identify increasing activities change the accounting equation. 3.2.3

3 Understand steps in journalizing transactions. 3.3

1 Identify parts of a journal. 3.3.1

2 Record transactions in a journal. 3.3.2

3 Identify increasing activities change the accounting equation. 3.3.3

4 Identify the steps in positing to a general ledger. 3.4

1 Apply the 5 steps of posting. 3.4.1

2 Compare and contrast manual versus computerized accounting posting. 3.4.2

5 Explain the end-of-physical period procedures. 3.5

1 Identify the parts of a work sheet. 3.5.1

2 Create and complete a standard work sheet. 3.5.2

3 Identify and prepare financial statements (balance sheet and income statements). 3.5.3

4 Record and journalize adjusting and closing entries 3.5.4

5 Prepare a post-closing trial balance. 3.5.5

Categorize how cash control and banking procedures are utilized in business. 4

1 Explain how businesses use cash. 4.1

1 Identify and prepare a deposit slip. 4.1.1

2 Prepare check stubs and checks. 4.1.2

3 Identify the various types of endorsements. 4.1.3

4 Discuss dishonored checks. 4.1.4

5 Discuss electronic (online) banking services and how to record the transactions. 4.1.5

6 Analyze how to establish and replenish a petty cash fund. 4.1.6

7 Discuss and prepare a bank reconciliation form. 4.1.7

Apply the basic accounting cycle in merchandising business. 5

1 Explain steps in journalizing transactions. 5.1

1 Journalize transactions utilizing the general journal and special journals. 5.1.1

2 Identify contra-accounts and source documents used for journalizing special transactions. 5.1.2

2 Identify the accounting practices related to the general ledger and subsidiary ledgers (accounts receivable and accounts payable). 5.2

1 Demonstrate posting to general and subsidiary ledgers. 5.2.1

Prepare schedule of accounts receivable and accounts payable. 5.2.2

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3 Identify the steps in proving the schedule of accounts receivable and accounts payable. 5.2.3

4 Explain the significance of schedule totals agreeing with the controlling account. 5.2.4

3 Identify the accounting practices related to the general ledger and subsidiary ledgers (accounts receivable and accounts payable). 5.3

1 Demonstrate posting to general and subsidiary ledgers. 5.3.1

Demonstrate an understanding of payroll accounting. 6

1 Discuss payroll accounting systems. 6.1

1 Prepare payroll records. 6.1.1

2 Calculate gross earnings and net pay. 6.1.2

3 Prepare payroll register. 6.1.3

4 Prepare an employee earnings register. 6.1.4

5 Prepare payroll checks. 6.1.5

6 Journalize payroll transactions. 6.1.6

2 Discuss employer's payroll taxes. 6.2

1 Calculate employer's payroll taxes. 6.2.1

2 Record payroll transactions. 6.2.2

3 Explain types of employee forms. 6.3

1 Prepare employee payroll forms (W-2, W-3, W-4, 941). 6.3.1

2 Journalize payment of tax liability. 6.3.2