Florida CTE

Accounting Applications 1 (2022)

Describe management functions and organizational structures as they relate to today's workplace and employer/employee roles. The student will be able to: 16.0	**1** Describe how accounting departments work within and across organizations. 16.01
	2 Describe the roles and responsibilities of employees within the organization of a small, medium, or large accounting department (including the CFO, controller, accounting manager, accounts payable and receivable coordinator, payroll administrator, bookkeeper and credit and collection manager). 16.02
	3 Explain the impact of the global economy on business organizations. 16.03
Practice quality performance in the learning environment and the workplace. The student will be able to: 17.0	**1** Apply appropriate organizational skills to manage time and resources. 17.01
	2 Perform tasks accurately, completely, and with attention to detail on a consistent basis. 17.02
	3 Think critically and make informed decisions. 17.03
	4 Project a professional image through appropriate business attire, ethical behavior, personal responsibility, flexibility, and respect for confidentiality. 17.04
	5 Follow accepted rules, regulations, policies and workplace safety. 17.05
Exhibit customer service skills. The student will be able to: 18.0	**1** Listen and identify customer's needs and concerns. 18.01
	2 Model appropriate ways to problem solve with customers in various situations. 18.02
	3 Model proper business etiquette (including introductions, phone etiquette, dining, networking, marketing, online services and community service). 18.03
	4 Develop a personal and work ethic (including punctuality, use of company's technology, and loyalty to company, distinction between personal and business tasks). 18.04
	5 Develop and articulate a personal and business code of ethical behavior. 18.05
Ap op	Skip to main content **evelop an awareness of effective credit management.** 19.01

processes as well as financial planning strategies to commonly occurring personal and business situations. The student will be able to: 19.0	2 Prepare and analyze a personal budget. 19.02
Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals. The student will be able to: 20.0	1 Analyze job and career requirements and relate career interests to opportunities in accounting occupations in the global economy. 20.01
Apply accounting principles and concepts to the performance of accounting activities. The student will be able to: 21.0	1 Demonstrate the application of the full accounting cycle (including chart of accounts, use of t accounts, journalizing business transactions, posting of journal entries, preparation of trial balance, journalizing and posting of adjusting entries, journalizing and posting of post-closing entries, and preparation of an income statement, statement of owner's equity, and balance sheet). 21.01
	2 Demonstrate proficiency in cash control procedures (including bank deposits, electronic fund transfers, all credit and debit transactions, bank reconciliations, proof of cash, petty cash, and journal entries related to all banking activities). 21.02
	3 Use source documents to prepare and analyze transactions (including invoices, cash receipts, sales slips, credit memos, vendor statements, purchase orders, and packing slips). 21.03
	4 Use payroll records to prepare and analyze transactions (including maintaining payroll records to include employee time processing procedures, payroll checks, a payroll register, employee earnings record, employer payroll taxes (to include tax forms and all associated journal entries). 21.04
	5 Analyze transactions for accuracy and prepare appropriate correcting entries. 21.05
	6 Understand the purpose of financial accounting and the users of financial information. 21.06
Apply accounting principles and concepts usi... tec... wi...	1 Identify and use communication technology in an accounting environment such as word processing and email. 22.01
	...emonstrate proficiency in the use of spreadsheet and accounting software to ...naintain accounting records to include creating and manipulating both data and

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formulas, formatting data, securing data and presenting results visually (including charts and graphs). 22.02