South Carolina CTE

Accounting 1 (2008): Grades 10, 11, 12

Adopted 2008

Safety and Ethics	1. Identify major causes of work-related accidents in offices.
	2. Describe the threats to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
	3. Identify potential abuse and unethical uses of computers and networks.
	4. Explain the consequences of illegal, social, and unethical uses of information technologies (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices).
	5. Differentiate between freeware, shareware, and public domain software copyrights.
	6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
	7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.
	8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.
Employability Skills	1. Identify positive work practices (e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
	2. Demonstrate positive interpersonal skills (e.g., communication, respect, teamwork).
Student Organizations	1. Explain how related student organizations are integral parts of career and technology education courses.
	Explain the goals and objectives of related student organizations.

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	3. List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.
	4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.
Accounting Cycle	1. List the parts of the basic accounting equation.
	2. Define each part of the basic accounting equation.
	3. Classify accounts as assets, liabilities, or capital.
	4. Prepare a beginning balance sheet.
	5. Analyze transactions to determine:<ol type="a"> - which accounts are affected - which account is debited - Which account is credited?
	6. Open an account in a:<ol type="a"> - General ledger - Accounts receivable ledger - Accounts payable ledger.
	7. Identify source documents required for journalizing transactions.
	8. Journalize transactions in:<ol type="a"> - A general journal - Special journals.
	9. Post from the journal(s) to the:<ol type="a"> - General ledger - Accounts receivable ledger - Accounts payable ledger.
	10. Prepare a schedule of:<ol type="a"> - Accounts receivable - Accounts payable.
	11. Prepare a trial balance.
	12. Complete a worksheet with adjustments to determine:<ol type="a"> - Net loss - Net gain.
	13. Prepare the following financial statements:<ol type="a"> - Income Statement - Balance Sheet
	14. Journalize:<ol type="a"> - Adjusting entries - Closing entries
	15. Post:<ol type="a"> - Adjusting entries - Closing entries
	16. Prepare a post-closing trial balance.
Skip to main content	Demonstrate knowledge of accounting terminology.

	18. Demonstrate knowledge of accounting concepts.
Cash Management	1. Endorse checks.
	2. Prepare a deposit slip.
	3. Complete a check stub.
	4. Write a check.
	5. Journalize the entry for:<ol type="a"> - A bank service charge - Credit card fees - Direct deposit - ATM withdrawals
	6. Automatic payment withdrawals.
	7. Journalize the entry for returned items.
	8. Reconcile a bank statement.
	9. Journalize reconciling items.
Automated Accounting	1. Describe the differences between manual and computerized accounting systems.
	2. Demonstrate ability to access accounting programs.
	3. Demonstrate basic use of accounting software.
	4. Demonstrate an awareness of and the ability to manipulate a chart of accounts.
	5. Analyze and input transactions.
	6. Print financial statements.
Payroll Systems	1. Identify methods of calculating employee earnings.
	2. Prepare a payroll register.
	3. Update employee earnings record.
	4. Journalize the entry to record employee earnings and withholdings.
	5. Post the entry to record employee earnings and withholdings.
	6. Identify employer's payroll tax obligations.
	7. Journalize the entry to record employer's tax obligations.
	8. Post the entry to record employer's tax obligations.