Virginia CTE

Accounting (6320/36 weeks)

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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

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:xamining 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-bABF1ed 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

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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

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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

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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 accrueds. 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