

ACCOUNTING/1 (90 Hours)

Course No.: 75-15-50

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. **ORIENTATION AND SAFETY** (2 hrs)

- _____ 1. Scope and purpose of course
- _____ 2. Classroom policies and procedures
- _____ 3. Importance of prioritizing work
- _____ 4. Class/workplace first aid procedures
- _____ 5. Occupations available within industry
- _____ 6. OSHA and its laws governing accountants
- _____ 7. Software copyright laws for computers
- _____ 8. Define ergonomics
- _____ 9. Sound ergonomics for your workspace
- _____ 10. Cause/effect/preventing repetitive injuries
- _____ 11. Correct typing technique and posture
- _____ 12. Proper keyboard and monitor angle
- _____ 13. Benefits of periodic breaks to stretch & relax
- _____ 14. Stretches for wrists, neck, and shoulders
- _____ 15. Proper way to hold and move a mouse
- _____ 16. Keyboard commands vs. mouse use
- _____ 17. Safety test

B. **RESOURCE MANAGEMENT** (1 hr)

- _____ 1. Identify principles of resource management
- _____ 2. Management of resources in accounting
- _____ 3. Examples of effective resource management
- _____ 4. Benefits of effective resource management
- _____ 5. Environmental resource management

C. **BUSINESS MATH** (5 hrs)

- _____ 1. Numbers words/figures & place values
- _____ 2. Rounding off whole numbers
- _____ 3. Adding whole numbers to find sum
- _____ 4. Subtracting whole numbers
- _____ 5. Steps to solve word problems
- _____ 6. Rounding off decimals
- _____ 7. Keyboard on calculator to add/subtract
- _____ 8. Compute money problems

- _____ 9. Multiplying whole numbers to find product
- _____ 10. Dividing whole numbers to find quotient
- _____ 11. Multiply/Divide numbers with decimals
- _____ 12. Numeric keyboard to multiply/divide
- _____ 13. Multiply/Divide decimals and money problems
- _____ 14. Solve multiplication/division word problems
- _____ 15. Identify parts of a fraction
- _____ 16. Different types of fractions
- _____ 17. Improper fractions to whole/mixed numbers
- _____ 18. Reduce common fractions to lowest terms
- _____ 19. Solve fraction word problems
- _____ 20. Conversion of percents to decimals
- _____ 21. Conversion of decimals to percents
- _____ 22. Conversion of common fractions to percents
- _____ 23. Conversion of percents to common fractions
- _____ 24. Find percentage when given rate and base
- _____ 25. Find rate when given percentage and base
- _____ 26. Find base when given percentage and rate
- _____ 27. Calculate % of increase/decrease in problems
- _____ 28. Distinguish increase/decrease problems
- _____ 29. Figure percentage distribution problems
- _____ 30. Solve percentage word problems
- _____ 31. Estimate answers before solving problems
- _____ 32. Retrieve information from tables
- _____ 33. Cash report by counting coins/money
- _____ 34. Use tax table & identify withholding tax
- _____ 35. Word problems for measurements/tables
- _____ 36. Interpret data from line, bar, and pie graphs
- _____ 37. Define mean, median, and mode
- _____ 38. Solve word problems relating to graphs

D. **TOOLS AND EQUIPMENT** (2 hrs)

- _____ 1. Use, maintenance, storage of tools/equipment

E. REGULATORY AGENCIES AND PROFESSIONAL GROUPS (2 hrs)

- _____ 1. Define regulatory agency
- _____ 2. Role of FASB, SEC and IRS to business
- _____ 3. Mission of AICPA and NAA organizations
- _____ 4. Importance of business ethics in industry

F. BASIC ACCOUNTING PRINCIPLES (5 hrs)

- _____ 1. Purpose of accounting
- _____ 2. Guidelines for financial accounting in GAAP
- _____ 3. Define of accounting terminology
- _____ 4. Types of assets, liabilities, and income, etc.
- _____ 5. Transactions affects on accounting equations
- _____ 6. How to balance debits and credits
- _____ 7. Identify types/parts of ledger
- _____ 8. Partial chart of accounts, beg. balance sheet

G. JOURNALS (5 hrs)

- _____ 1. Define journaling terms and procedures
- _____ 2. Journalizing business transactions
- _____ 3. Information to be included in general journal
- _____ 4. Demonstrate journaling procedures
- _____ 5. Post totals from one journal page to another

H. GENERAL LEDGERS (5 hrs)

- _____ 1. General ledger & double entry bookkeeping
- _____ 2. Importance of posting journal transactions
- _____ 3. Demonstrate journaling procedures
- _____ 4. Posting entries - journal to general ledger
- _____ 5. Post 3 journal transactions to general ledger

I. WORKSHEETS (5 hrs)

- _____ 1. Define terms related to worksheets
- _____ 2. Importance of completing trial balance
- _____ 3. Demonstrate worksheet related procedures
- _____ 4. Complete 3 worksheets with adjustments

J. FINANCIAL STATEMENTS (5 hrs)

- _____ 1. Define terms related to financial statements
- _____ 2. Importance of balance sheet & income statement
- _____ 3. Procedures related to financial statements
- _____ 4. Prepare 3 balance sheets & income statements

K. ADJUSTING AND CLOSING ENTRIES (5 hrs)

- _____ 1. Importance of adjusting and closing entries
- _____ 2. Procedures in adjusting/closing entries
- _____ 3. Complete tasks related to entries/balances

L. SPREADSHEET ACCOUNTING (10 hrs)

- _____ 1. Spreadsheet software available today
- _____ 2. Importance of using spreadsheets
- _____ 3. Basic spreadsheet commands

- _____ 4. Demonstrate spreadsheet techniques
- _____ 5. Trial balance; create formulas for cell totals
- _____ 6. Balance sheet; create formulas for cell totals
- _____ 7. Create variety of graphs from statements
- _____ 8. Pie graph from monthly expenses spreadsheet
- _____ 9. Demonstrate spreadsheet procedures

M. ACCOUNTS PAYABLE (5 hrs)

- _____ 1. Define terms related to accounts payable
- _____ 2. Accounts payable as liability to company
- _____ 3. Purchase & sell on account vs. cash-sales basis
- _____ 4. Demonstrate accounts payable procedures

N. ACCOUNTS PAYABLE SUBSIDIARY LEDGERS (5 hrs)

- _____ 1. Define subsidiary ledger/subledger
- _____ 2. Documenting credit extended to clients
- _____ 3. Demonstrate subsidiary ledger procedures

O. PETTY CASH SYSTEM (4 hrs)

- _____ 1. Define terms related to petty cash system
- _____ 2. Petty cash as an item in the accounts payable
- _____ 3. Voucher system in relationship to petty cash
- _____ 4. Demonstrate procedures related to petty cash

P. ACCOUNTS RECEIVABLE (5 hrs)

- _____ 1. Define terms related to accounts receivable
- _____ 2. Accounts receivable as assets for a company
- _____ 3. Procedures related to accounts receivable

Q. ACCOUNTS RECEIVABLE SUBSIDIARY LEDGERS (5 hrs)

- _____ 1. Define accounts receivable subsidiary ledger
- _____ 2. Revenue & payment history for credit clients
- _____ 3. Demonstrate related subledger techniques

R. UNCOLLECTIBLE ACCOUNTS RECEIVABLE (4 hrs)

- _____ 1. Define uncollectible account receivable
- _____ 2. Demonstrate account receivable procedures
- _____ 3. Record 10 entries for uncollectible accounts

S. INVENTORIES AND INVESTMENTS (4 hrs)

- _____ 1. Terms related to inventories/investments
- _____ 2. Merchandise cost with various methods
- _____ 3. Cost of merchandise using gross profit method
- _____ 4. Adjusting entries relative to prepaid assets
- _____ 5. Periodic vs. perpetual inventory systems
- _____ 6. Cost of goods section of income statement
- _____ 7. Cost balance of inventory using FIFO
- _____ 8. Cost balance of inventory using LIFO
- _____ 9. Cost balance of inventory using weighted average
- _____ 10. 10 entries for inventories and investments

T. SHORT TERM LIABILITIES (2 hrs)

- _____ 1. Define short-term (current) liabilities
- _____ 2. Discuss terms related to short-term liabilities
- _____ 3. Reasons for short-term liabilities
- _____ 4. 2 entries for each of short-term liabilities

U. BANKING (2 hrs)

- _____ 1. Banking principles/procedures terms
- _____ 2. Reconciling checking w/bank statement
- _____ 3. Demonstrate banking procedures

V. EMPLOYABILITY SKILLS (2 hrs)

- _____ 1. Employer requirements in an employee
- _____ 2. Find employers by traditional/internet sources
- _____ 3. Design sample resumes
- _____ 4. Job application legibility with accurate info
- _____ 5. Complete sample job application forms
- _____ 6. Importance of enthusiasm on a job
- _____ 7. Importance of appropriate appearance
- _____ 8. Importance of continuous upgrading of skills
- _____ 9. Customer service to build relationships