

2010/2011 DoDEA Student Competency Record

Accounting I

PTB402 - 36 weeks

| | |
|----------------|----------------------------|
| Student | School Year |
| Grade | Term (fall, spring) |
| School | Teacher Signature |

Mastery is a level of performance that indicates a student has demonstrated the knowledge, skills, and abilities for a unit of instruction or subject area as defined by a recognized standard. DoDEA defines mastery as being competent in the task and non-mastery as needing task remediation.

As students complete each competency, the student or teacher should assess the student's level of performance and mark the appropriate column next to the competency. This record should be used to provide information about competencies mastered to employer, student-employee, or another school/teacher.

| PTB402 36 weeks | Accounting I TASKS/COMPETENCIES | Mastery | Non-Mastery |
|--|---|---------|-------------|
| Implementing DoDEA's CTE Course Requirements | | | |
| • 001 | Demonstrate DoDEA's Workplace Readiness Skills in course activities. | | |
| • 002 | Identify issues related to this field of study that affect the environment and impact local and global communities. | | |
| • 003 | Identify Internet safety issues and procedures for complying with acceptable use standards. | | |
| Understanding the Accounting Cycle for a Service Business | | | |
| • 004 | Describe the purpose of accounting and the role it plays in the global economy. | | |
| • 005 | Demonstrate the effects of transactions on the accounting equation. | | |
| • 006 | Use source documents to journalize transactions. | | |
| • 007 | Prepare a chart of accounts. | | |
| • 008 | Analyze and journalize customer invoices for a service business. | | |
| • 009 | Receive vendor invoices for a service business. | | |
| • 010 | Analyze transactions through the use of T accounts. | | |
| • 011 | Record transactions in a general journal. | | |
| • 012 | Post journal entries to the general ledger. | | |
| • 013 | Prepare a trial balance. | | |
| • 014 | Plan end-of-period adjustments using a work sheet. | | |
| • 015 | Prepare financial statements for a service business. | | |
| • 016 | Prepare a worksheet. | | |

2010/2011 DoDEA Student Competency Record

Accounting I

PTB402 - 36 weeks

| PTB402 36 weeks | Accounting I TASKS/COMPETENCIES | Mastery | Non- Mastery |
|--|---|---------|-----------------|
| • 017 | Journalize adjusting and closing entries for a service business. | | |
| • 018 | Analyze the differences between net income and net loss. | | |
| • 019 | Prepare post-closing trial balance for a service business. | | |
| • 020 | Summarize the progression from source documents to journals to ledgers to financial reports for a service business. | | |
| • 021 | Describe record-organization and retention-schedule procedures for a service business. | | |
| • 022 | Identify special transactions that require tax review. | | |
| • 023 | Maintain financial records for a service business, using accounting software. | | |
| Understanding the Accounting Cycle for a Merchandising Business | | | |
| • 024 | Compare the accounting procedures for different types of business ownership and business cycles. | | |
| • 025 | Differentiate between a service and a merchandising business. | | |
| • 026 | Journalize purchase transactions. | | |
| • 027 | Record sales transactions for a merchandising business. | | |
| • 028 | Identify special journals and their uses. | | |
| • 029 | Journalize taxable and nontaxable sales transactions. | | |
| • 030 | Post from journals to general and subsidiary ledgers. | | |
| • 031 | Prepare schedules for subsidiary ledgers. | | |
| • 032 | Analyze and journalize customer invoices for a merchandising business. | | |
| • 033 | Receive vendor invoices for a merchandising business. | | |
| • 034 | Generate trial balance and end-of-period adjustments for a merchandising business using a work sheet. | | |
| • 035 | Prepare financial statements for a merchandising business. | | |
| • 036 | Analyze financial statements for a merchandising business. | | |
| • 037 | Prepare to close temporary accounts for a merchandising business. | | |
| • 038 | Journalize adjusting and closing entries for a merchandising business. | | |
| • 039 | Prepare post-closing trial balance for a merchandising business. | | |
| • 040 | Summarize the progression from source documents to journals to ledgers to financial reports for a merchandising business. | | |
| • 041 | Describe record-organization and retention-schedule procedures for a merchandising business. | | |
| • 042 | Maintain financial records for a merchandising business, using accounting software. | | |
| Understanding Cash Control Systems | | | |
| • 043 | Reconcile a bank statement. | | |
| • 044 | Journalize banking transactions. | | |
| • 045 | Maintain petty cash records. | | |
| • 046 | Maintain a checking account. | | |
| • 047 | Identify security considerations related to cash control systems. | | |

2010/2011 DoDEA Student Competency Record

Accounting I

PTB402 - 36 weeks

| PTB402 36 weeks | Accounting I TASKS/COMPETENCIES | Mastery | Non- Mastery |
|---|--|---------|-----------------|
| • 048 | Maintain banking records, using accounting software. | | |
| Implementing Payroll and Payroll Tax Procedures | | | |
| • 049 | Describe methods used to determine gross earnings (e.g., piece-rate, hourly, salary, commission, overtime, bonuses). | | |
| • 050 | Explain the purposes of withholdings and other deductions. | | |
| • 051 | Compute employee gross earnings, deductions, and net pay on a payroll register. | | |
| • 052 | Journalize payroll transactions. | | |
| • 053 | Maintain employee earnings records. | | |
| • 054 | Generate payroll checks. | | |
| • 055 | Identify source documents required for adding and deleting employees from payroll. | | |
| • 056 | Describe record-organization and retention-schedule procedures for payroll and payroll taxes. | | |
| • 057 | Maintain financial records relating to payroll, using accounting software. | | |
| Implementing Accounting for Other Scheduled Procedures | | | |
| • 058 | Maintain records for depreciation. | | |
| • 059 | Analyze records for accounts receivable write-offs. | | |
| • 060 | Record inventories. | | |
| • 061 | Maintain records for notes payable and notes receivable. | | |
| • 062 | Maintain records for prepaids. | | |
| Understanding Accounting and Business Ethics | | | |
| • 063 | Describe confidentiality concepts and policies. | | |
| • 064 | Identify characteristics of professional conduct. | | |
| Developing Career Exploration and Employability Skills | | | |
| • 065 | Explore career opportunities in accounting. | | |
| • 066 | Identify personal characteristics of a professional accountant. | | |
| • 067 | Prepare résumé. | | |
| • 068 | Create or update a portfolio containing representative samples of student work. | | |
| • 069 | Identify personal presentation standards expected during interviews. | | |