# Competency Task List – Secondary Component

# Accounting Technology/Technician & Bookkeeping CIP 52.0302

# High School Graduation Years 2022, 2023, 2024

## 100 Perform General Office Duties

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 101 | Maintain financial records, reports, and files. |   |   |
| 102 | Conduct office communication, e.g., written, verbal, virtual.  |  |  |
| 103 | RESERVED |  |  |
| 104 | RESERVED |  |  |
| 105 | RESERVED |  |  |
| 106 | Follow grammar, punctuation, and spelling rules for the language being used.  |  |  |
| 107 | RESERVED |  |  |
| 108 | Operate a calculator, adding machine, and computer. |  |  |
| 109 | RESERVED |  |  |
| 110 | RESERVED |  |  |
| 111 | RESERVED |  |  |

## 200 Complete the Steps of the Accounting Cycle

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 201 | Prepare chart of accounts and assign account numbers. |   |   |
| 202 | Use T-accounts to analyze transactions into debit and credit parts. |   |   |
| 203 | Analyze the effects of transactions using the accounting equation. |   |   |
| 204 | Analyze and journalize source documents using double-entry accounting. |   |   |
| 205 | Post transactions from general and special journals to ledger accounts. |   |   |
| 206 | Complete multi-column worksheets. |   |   |
| 207 | Record and post adjusting and closing entries. |  |  |
| 208 | Prepare financial statements, e.g., income statement, statement of equity, balance sheet, statement of cash flow. |  |  |
| 209 | Verify financial statements against worksheet. |  |  |
| 210 | Prepare post-closing trial balance from general ledger. |  |  |
| 211 | Apply generally accepted accounting principles throughout the accounting cycle. |  |  |

## 300 Review and Analyze Financial Documentation

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 301 | RESERVED |  |   |
| 302 | RESERVED |  |   |
| 303 | Analyze purchase invoice and payment terms. |  |  |
| 304 | Analyze sales invoice and payment terms. |  |  |
| 305 | Analyze purchase returns and allowances using debit memos. |  |  |
| 306 | Analyze sales returns and allowances using credit memos. |  |  |
| 307 | Analyze a batch report or calculator tape. |  |  |
| 308 | Analyze shipping terms and documents. |  |  |
| 309 | Analyze a memorandum. |  |  |
| 310 | Analyze a bank deposit slip. |  |  |
| 311 | Prepare and review bank reconciliation, including all service charges and fees. |  |  |
| 312 | Prepare a petty cash report. |  |  |
| 313 | Analyze cash receipts and disbursements of cash. |  |  |
| 314 | Analyze checks and checkbook register. |  |  |
| 315 | Calculate the cost of goods sold using various costing methods.  |  |  |
| 316 | Calculate depreciation using various methods. |  |  |
| 317 | RESERVED |  |  |
| 318 | Analyze promissory notes. |  |  |
| 319 | Apply internal controls, auditing, and error-correcting techniques. |  |  |
| 320 | Prepare schedules of accounts payable and accounts receivable. |  |  |
| 321 | Adjust for bad debts using the direct write-off or allowance method. |  |  |

## 400 Prepare, Maintain, and Update Payroll and Tax Records

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 401 | Compile and record employee time, production and payroll data from time sheets and other records. |  |   |
| 402 | RESERVED |  |   |
| 403 | Record employee information to maintain payroll records. |  |  |
| 404 | Calculate benefits including sick pay, vacation time and personal time. |  |  |
| 405 | Compute wages, taxes (FIT, SIT, FICA, Medicare), other deductions, and net pay. |  |  |
| 406 | RESERVED |  |  |
| 407 | Complete and file payroll tax forms and returns.  |  |  |
| 408 | Process employee compensation using various payment methods. |  |  |
| 409 | Journalize payroll at end of earnings period in appropriate journals. |  |  |
| 410 | Journalize payment of period payroll taxes. |  |  |
| 411 | RESERVED |  |  |

## 500 Financial Statement Analysis

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 501 | Analyze component percentages on the income statement (vertical analysis). |   |   |
| 502 | RESERVED |   |   |
| 503 | Perform various ratio analysis on the balance sheet. |  |  |
| 504 | Prepare a horizontal analysis on the income statement. |  |  |

## 600 Automated Accounting and Spreadsheet Software

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 601 | Create, format, and maintain spreadsheets. |   |   |
| 602 | Use advanced features to make enhanced user-friendly spreadsheets. |   |   |
| 603 | RESERVED |   |   |
| 604 | Create, format, and modify charts and tables. |   |   |
| 605 | RESERVED |  |  |
| 606 | Manage multiple worksheets and workbooks. |  |  |
| 607 | Summarize data for analysis. |  |  |
| 608 | Survey automated accounting software, e.g., QuickBooks, Peachtree, Sage 50. |  |  |

## 700 Business Law and Ethics

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 701 | RESERVED |   |   |
| 702 | Identify the importance of cybersecurity and its impact on confidential data. |  |  |
| 703 | Explain types of crimes often associated with business and organizations.  |  |  |
| 704 | Describe familiar business law cases and describe their impact on business practices. |  |  |
| 705 | Identify the elements and characteristics of a legal contract. |  |  |
| 706 | Identify improper use of business technology and property. |  |  |
| 707 | Describe legal rights and responsibilities of various business structures when conducting business. |  |  |
| 708 | Identify regulatory bodies governing business law and ethics (Fair Labor Standards, IASB, FASB, SEC). |  |  |
| 709 | Identify emerging trends in the 21st century and the resulting growth of forensic accounting. |  |  |

## 800 Computer Applications

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 801 | Create, edit, and format documents using word processing software. |   |   |
| 802 | Enhance documents with visual content. |   |   |
| 803 | Create forms and tables for data display. |   |   |
| 804 | Prepare various business communication documents. |  |  |
| 805 | Create, edit, and format presentations using presentation software. |  |  |
| 806 | RESERVED |  |  |
| 807 | RESERVED |  |  |
| 808 | RESERVED |  |  |
| 809 | RESERVED |  |  |
| 810 | RESERVED |  |  |

## 900 Economics

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 901 | Explain the free enterprise system. |   |   |
| 902 | Explain the principles of supply and demand. |   |   |
| 903 | Explain the types of economic systems. |   |   |
| 904 | Identify factors affecting a business's profit. |  |  |
| 905 | Explain the relationship between government and business. |  |  |
| 906 | Explain the concept of productivity. |  |  |
| 907 | Explain the nature of international trade. |  |  |

1 Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_