

# Accounting Technology/Technician and Bookkeeping, Classification of Instructional Program (CIP) 52.0302

*Units of Instruction and Task Grid Linked to Pennsylvania Core Standards*

## 100 Perform General Office Duties

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
<p><b>101</b> Maintain and manage financial records, reports or files.</p> <p><b>102</b> Use communication techniques and record and relay appropriate messages.</p> <p><b>103</b> Apply proper electronics communications etiquette.</p> <p><b>104</b> Use scheduling and contact management software.</p> <p><b>105</b> Demonstrate proper interpersonal communication skills.</p> <p><b>106</b> Practice correct grammar, punctuation or spelling in all documents.</p> <p><b>107</b> Compose business correspondences.</p> <p><b>108</b> Explain the proper use of a 10 key pad to perform accounting tasks.</p> <p><b>109</b> Apply appropriate accounting terminology.</p> <p><b>110</b> Perform clerical duties including keying, accepting orders or sorting mail.</p> <p><b>111</b> Prepare flow charts for forms and documents.</p>	<p><b>FINANCE CAREER CLUSTER Standards 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15</b></p> <p><b>Accounting Career Pathway (FN-ACT) Standards 1-2-3-4</b></p>	<p><b>KEY IDEAS/DETAILS GRADES 9-12</b>  <b>Standard CC.3.5.9-12.A.</b> Cite specific textual evidence...  <b>Standard CC.3.5.9-12.B.</b> Determine the central ideas or conclusions of a text...  <b>Standard CC.3.5.9-12.C.</b> Follow precisely a complex multistep procedure...</p> <p><b>CRAFT &amp; STRUCTURE GRADES 9-12</b>  <b>Standard CC.3.5.9-12.D.</b> Determine the meaning of symbols, key terms, and other domain-specific words...  <b>Standard CC.3.5.9-12.E.</b> Analyze the structure of the relationships among concepts in a text...  <b>Standard CC.3.5.9-12.F.</b> Analyze the author's purpose in providing an explanation, describing a procedure...</p> <p><b>INTEGRATE KNOWLEDGE/ IDEAS GRADES 9-10</b>            CC.3.5.9-10.G.            Translate quantitative or technical information expressed in a text into</p>	<p><b>TEXT TYPES AND PURPOSE</b>  <b>Standard CC.3.6.11-12.A.</b> Write arguments focused on discipline specific content.  <b>Standard CC.3.6.11-12.B.</b> Write informative/explanatory texts, including technical processes.</p> <p><b>PRODUCTION &amp; DISTRIBUTION OF WRITING</b>  <b>Standard CC.3.6.9-12.C</b> Produce clear and coherent writing appropriate to task, purpose, and audience.  <b>Standard CC.3.6.9-12.D.</b> Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.  <b>Standard CC.3.6.9-12.E.</b> Use technology, including the internet, to produce, publish, and update individual or shared writing products.</p> <p><b>RESEARCH TO BUILD AND PRESENT KNOWLEDGE</b></p>	

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
		<p>visual form (e.g., a table or chart)...</p> <p><b>Standard CC.3.5.9-10.H.</b> Assess the reasoning in a text to support the author's claim for solving a technical problem...</p> <p><b>Standard CC.3.5.9-10.I.</b> Compare findings in a text to other sources noting when the findings support or contradict previous explanations...</p> <p><b>GRADES 11-12</b> <b>Standard CC.3.5.11-12.G.</b> Integrate and evaluate multiple sources of information presented in media (e.g. multimedia) to solve a problem...</p> <p><b>Standard CC.3.5.11-12.H.</b> Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible and corroborating...</p> <p><b>Standard CC.3.5.11-12.I.</b> Synthesize information from a range of sources (e.g. texts) into a coherent understanding of a process, resolving conflicting information...</p> <p><b>RANGE OF READING</b> <b>Standard CC.3.5.9-12.J.</b> By the end of grade 10 or 12, read and comprehend technical texts independently and proficiently...</p>	<p><b>Standard CC.3.6.9-12.F.</b> Conduct short and more sustained research to answer a question or solve a problem.</p> <p><b>Standard CC.3.6.9-12.G.</b> Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation.</p> <p><b>Standard CC.3.6.9-12.H.</b> Draw evidence from informational texts to support analysis, reflection, and research.</p> <p><b>RANGE OF WRITING</b> <b>Standard CC.3.6.9-12.I.</b> Write routinely over extended time frames and shorter time frames (a single sitting) for a range of discipline specific tasks, purposes, and audiences.</p>	

## 200 Complete the Steps of the Accounting Cycle

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
<p><b>201</b> Prepare chart of accounts and assign account numbers when needed.</p> <p><b>202</b> Use T accounts to analyze transactions into debit and credit parts.</p> <p><b>203</b> Code source documents according to company procedures.</p> <p><b>204</b> Verify and enter details of transactions from source documents into journals.</p> <p><b>205</b> Post transactions to ledger accounts.</p> <p><b>206</b> Complete multicolumn worksheets.</p> <p><b>207</b> Record and post adjusting, closing and reversing entries.</p> <p><b>208</b> Prepare financial statements including income statement, balance sheet, statement of cash flow and owner's equity statement.</p> <p><b>209</b> Verify financial statements against worksheet.</p> <p><b>210</b> Prepare post-closing trial balance from general ledger.</p> <p><b>211</b> Verify figures, postings and documents for correct entry and mathematical accuracy.</p>	<p><b>FINANCE CAREER CLUSTER Standards 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15</b></p> <p><b>Accounting Career Pathway (FN-ACT) Standards 1-2-3-4</b></p>	<p><b>KEY IDEAS/DETAILS GRADES 9-12</b>  <b>Standard CC.3.5.9-12.A.</b>            Cite specific textual evidence...  <b>Standard CC.3.5.9-12.B.</b>            Determine the central ideas or conclusions of a text...  <b>Standard CC.3.5.9-12.C.</b>            Follow precisely a complex multistep procedure...</p> <p><b>CRAFT &amp; STRUCTURE GRADES 9-12</b>  <b>Standard CC.3.5.9-12.D.</b> Determine the meaning of symbols, key terms, and other domain specific words...  <b>Standard CC.3.5.9-12.E.</b>            Analyze the structure of the relationships among concepts in a text...  <b>Standard CC.3.5.9-12.F.</b>            Analyze the author's purpose in providing an explanation, describing a procedure...</p> <p><b>INTEGRATE KNOWLEDGE/ IDEAS GRADES 9-10</b>            CC.3.5.9-10.G.            Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart)...  <b>Standard CC.3.5.9-10.H.</b>            Assess the reasoning in a text to support the author's claim for solving a technical problem...  <b>Standard CC.3.5.9-10.I.</b>            Compare findings in a text to other sources noting when the findings support or contradict previous explanations...  <b>GRADES 11-12</b>  <b>Standard CC.3.5.11-12.G.</b>            Integrate and evaluate multiple</p>	<p><b>TEXT TYPES AND PURPOSE</b>  <b>Standard CC.3.6.11- 12.A.</b> Write arguments focused on discipline specific content.  <b>Standard CC.3.6.11-12.B.</b> Write informative/explanatory texts, including technical processes.</p> <p><b>PRODUCTION &amp; DISTRIBUTION OF WRITING</b>  <b>Standard CC.3.6.9-12.C</b>            Produce clear and coherent writing, appropriate to task, purpose, and audience.  <b>Standard CC.3.6.9-12.D.</b>            Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.  <b>Standard CC.3.6.9-12.E.</b> Use technology, including the internet, to produce, publish, and update individual or shared writing products.</p>	

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
		<p>sources of information presented in media (e.g. multimedia) to solve a problem...</p> <p><b>Standard CC.3.5.11-12.H.</b> Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible and corroborating...</p> <p><b>Standard CC.3.5.11-12.I.</b> Synthesize information from a range of sources (e.g. texts) into a coherent understanding of a process, resolving conflicting information...</p> <p><b>RANGE OF READING</b> <b>Standard CC.3.5.9-12.J.</b> By the end of grade 10 or 12, read and comprehend technical texts independently and proficiently...</p>		

## 300 Process Financial Information

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
<p><b>301</b> Compile data for financial reports.</p> <p><b>302</b> Prepare itemized statements, bills or invoices, account statement according to established procedures.</p> <p><b>303</b> Record amounts due for items purchased or services rendered.</p> <p><b>304</b> Resolve discrepancies in accounting records.</p> <p><b>305</b> Verify accuracy of billing data and correct any errors.</p> <p><b>306</b> Process account invoices.</p> <p><b>307</b> Keying billing documents, shipping labels, credit memorandums and credit forms.</p> <p><b>308</b> Compute credit terms, discounts, shipment charges and rates for goods and services.</p> <p><b>309</b> Record and deposit cash, checks and vouchers.</p> <p><b>310</b> Reconcile or balance financial records, including checkbook.</p> <p><b>311</b> Prepare purchase orders and expense reports.</p> <p><b>312</b> Prepare bank deposit slip.</p> <p><b>313</b> Record receipts or disbursements of cash.</p> <p><b>314</b> Calculate and prepare checks.</p> <p><b>315</b> Calculate inventory using various costing methods.</p> <p><b>316</b> Calculate fixed asset depreciation methods.</p> <p><b>317</b> Calculate business taxation information.</p> <p><b>318</b> Process receivables and payables.</p> <p><b>319</b> Apply internal controls and auditing techniques.</p>	<p><b>FINANCE CAREER CLUSTER Standards</b>  <b>1-2-3-4-5-6-7-8-9-10-11-12-13-14-15</b></p> <p><b>Accounting Career Pathway (FN-ACT) Standards 1-2-3-4</b></p>	<p><b>KEY IDEAS/DETAILS GRADES 9-12</b>  <b>Standard CC.3.5.9-12.A.</b>            Cite specific textual evidence...</p> <p><b>Standard CC.3.5.9-12.B.</b>            Determine the central ideas or conclusions of a text...</p> <p><b>Standard CC.3.5.9-12.C.</b>            Follow precisely a complex multistep procedure...</p> <p><b>CRAFT &amp; STRUCTURE GRADES 9-12</b>  <b>Standard CC.3.5.9-12.D.</b> Determine the meaning of symbols, key terms, and other domain specific words...</p> <p><b>Standard CC.3.5.9-12.E.</b>            Analyze the structure of the relationships among concepts in a text...</p> <p><b>Standard CC.3.5.9-12.F.</b>            Analyze the author's purpose in providing an explanation, describing a procedure...</p> <p><b>INTEGRATE KNOWLEDGE/ IDEAS GRADES 9-10</b>            CC.3.5.9-10.G.            Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart)...</p> <p><b>Standard CC.3.5.9-10.H.</b>            Assess the reasoning in a text to support the author's claim for solving a technical problem...</p> <p><b>Standard CC.3.5.9-10.I.</b>            Compare findings in a text to other sources noting when the findings support or contradict previous explanations...</p> <p><b>GRADES 11-12</b>  <b>Standard CC.3.5.11-12.G.</b></p>	<p><b>TEXT TYPES AND PURPOSE</b>  <b>Standard CC.3.6.11-12.A.</b> Write arguments focused on discipline specific content.</p> <p><b>Standard CC.3.6.11-12.B.</b>            Write informative/explanatory texts, including technical processes.</p> <p><b>PRODUCTION &amp; DISTRIBUTION OF WRITING</b>  <b>Standard CC.3.6.9-12.C</b>            Produce clear and coherent writing appropriate to task, purpose, and audience.</p> <p><b>Standard CC.3.6.9-12.D.</b>            Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.</p> <p><b>Standard CC.3.6.9-12.E.</b> Use technology, including the internet, to produce, publish, and update individual or shared research or writing products.</p>	<p><b>Standard 2.1.HS.F.1</b>            Apply and extend the properties of exponents to solve problems with rational exponents.</p> <p><b>Standard 2.1.HS.F.2</b>            Apply properties of rational and irrational numbers to solve real world or mathematical problems.</p> <p><b>Standard 2.1.HS.F.4</b>            Use units as a way to understand problems and to guide the solution of multi-step problems.</p> <p><b>Standard 2.1.HS.F.5</b>            Choose a level of accuracy appropriate to limitations on measurement when reporting quantities.</p> <p><b>Standard 2.1.HS.F.6</b>            Extend the knowledge of arithmetic operations and apply to complex numbers.</p> <p><b>Standard 2.2.HS.D.7</b> Create and graph equations or inequalities to describe numbers or relationships.</p> <p><b>Standard 2.4.HS.B.2</b>            Summarize, represent, and interpret data on two categorical and quantitative variables.</p> <p><b>Standard 2.2.HS.D.9</b>            Use reasoning to solve equations and justify the solution method.</p>

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
		<p>Integrate and evaluate multiple sources of information presented in media (e.g. multimedia) to solve a problem...</p> <p><b>Standard CC.3.5.11-12.H.</b> Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible and corroborating...</p> <p><b>Standard CC.3.5.11-12.I.</b> Synthesize information from a range of sources (e.g. texts) into a coherent understanding of a process, resolving conflicting information...</p> <p><b>RANGE OF READING</b> <b>Standard CC.3.5.9-12.J.</b> By the end of grade 10 or 12, read and comprehend technical texts independently and proficiently...</p>		

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

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
<p><b>401</b> Compile and record employee time, production and payroll data from time sheets and other records.</p> <p><b>402</b> Record information found on the W-4 forms in the employee data section.</p> <p><b>403</b> Update employee record information such as exemptions, transfers and resignations to maintain and update payroll records.</p> <p><b>404</b> Review and validate time sheets, work charts and wage computations.</p> <p><b>405</b> Compute wages and deductions.</p> <p><b>406</b> Prepare and balance period end reports and reconcile issued payroll to bank statements.</p> <p><b>407</b> Complete tax forms and returns appropriate to current government regulations.</p> <p><b>408</b> Process payroll documents, records or checks.</p> <p><b>409</b> Journalize payroll at end of earnings period in appropriate journals.</p> <p><b>410</b> Journalize the payment of period payroll taxes.</p> <p><b>411</b> Calculate benefits including sick pay, vacation time and personal time.</p>	<p><b>FINANCE CAREER CLUSTER Standards</b> 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15</p> <p><b>Accounting Career Pathway (FN-ACT)</b> <b>Standards 1-2-3-4</b></p>	<p><b>KEY IDEAS/DETAILS GRADES 9-12</b> <b>Standard CC.3.5.9-12.A.</b> Cite specific textual evidence... <b>Standard CC.3.5.9-12.B.</b> Determine the central ideas or conclusions of a text... <b>Standard CC.3.5.9-12.C.</b> Follow precisely a complex multistep procedure...</p> <p><b>CRAFT &amp; STRUCTURE GRADES 9-12</b> <b>Standard CC.3.5.9-12.D.</b> Determine the meaning of symbols, key terms, and other domain specific words... <b>Standard CC.3.5.9-12.E.</b> Analyze the structure of the relationships among concepts in a text... <b>Standard CC.3.5.9-12.F.</b> Analyze the author's purpose in providing an explanation, describing a procedure...</p> <p><b>INTEGRATE KNOWLEDGE/ IDEAS GRADES 9-10</b> CC.3.5.9-10.G. Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart)... <b>Standard CC.3.5.9-10.H.</b> Assess the reasoning in a text to support the author's claim for solving a technical problem... <b>Standard CC.3.5.9-10.I.</b> Compare findings in a text to other sources noting when the findings support or contradict previous explanations...</p> <p><b>GRADES 11-12</b> <b>Standard CC.3.5.11-12.G.</b></p>	<p><b>TEXT TYPES AND PURPOSE</b> <b>Standard CC.3.6.11-12.A.</b> Write arguments focused on discipline specific content. <b>Standard CC.3.6.11-12.B.</b> Write informative/explanatory texts, including technical processes.</p> <p><b>PRODUCTION &amp; DISTRIBUTION OF WRITING</b> <b>Standard CC.3.6.9-12.C</b> Produce clear and coherent writing appropriate to task, purpose, and audience. <b>Standard CC.3.6.9-12.D.</b> Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience. <b>Standard CC.3.6.9-12.E.</b> Use technology, including the internet, to produce, publish, and update individual or shared writing products.</p>	<p><b>Standard 2.1.HS.F.1</b> Apply and extend the properties of exponents to solve problems with rational exponents. <b>Standard 2.1.HS.F.2</b> Apply properties of rational and irrational numbers to solve real world or mathematical problems. <b>Standard 2.1.HS.F.4</b> Use units as a way to understand problems and to guide the solution of multi-step problems. <b>Standard 2.1.HS.F.5</b> Choose a level of accuracy appropriate to limitations on measurement when reporting quantities. <b>Standard 2.1.HS.F.6</b> Extend the knowledge of arithmetic operations and apply to complex numbers. <b>Standard 2.2.HS.D.7</b> Create and graph equations or inequalities to describe numbers or relationships. <b>Standard 2.4.HS.B.2</b> Summarize, represent, and interpret data on two categorical and quantitative variables. <b>Standard 2.2.HS.D.9</b> Use reasoning to solve equations and justify the solution method.</p>

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
		<p>Integrate and evaluate multiple sources of information presented in media (e.g. multimedia) to solve a problem...</p> <p><b>Standard CC.3.5.11-12.H.</b> Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible and corroborating...</p> <p><b>Standard CC.3.5.11-12.I.</b> Synthesize information from a range of sources (e.g. texts) into a coherent understanding of a process, resolving conflicting information...</p> <p><b>RANGE OF READING</b> <b>Standard CC.3.5.9-12.J.</b> By the end of grade 10 or 12, read and comprehend technical texts independently and proficiently.</p>		



## 500 Locate, Interpret, and Analyze Data

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
<p><b>501</b> Locate data from an accounting record or source document.</p> <p><b>502</b> Perform an analysis of financial statements.</p>	<p><b>FINANCE CAREER CLUSTER Standards</b>  <b>1-2-3-4-5-6-7-8-9-10-11-12-13-14-15</b></p> <p><b>Accounting Career Pathway (FN-ACT) Standards 1-2-3-4</b></p>			

## 600 Demonstrate Automated Accounting and Spreadsheet Software

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
<p><b>601</b> Create, edit, and format spreadsheets efficiently.</p> <p><b>602</b> Demonstrate advanced features to make enhanced user friendly spreadsheets.</p> <p><b>603</b> Define and demonstrate the integration of worksheet applications through pasting, linking and embedding.</p> <p><b>604</b> Create, format and modify charts.</p> <p><b>605</b> Create spreadsheets using data validation, range names, specific functions, worksheet protection and look up tables.</p> <p><b>606</b> Manipulate multiple worksheets and workbooks.</p> <p><b>607</b> Summarizing data for analysis.</p> <p><b>608</b> Analyzing and interpreting financial data.</p>	<p><b>FINANCE CAREER CLUSTER Standards</b>  <b>1-2-3-4-5-6-7-8-9-10-11-12-13-14-15</b></p> <p><b>Accounting Career Pathway (FN-ACT)</b>  <b>Standards 1-2-3-4</b></p>		<p><b>TEXT TYPES AND PURPOSE</b></p> <p><b>Standard CC.3.6.11-12.A.</b> Write arguments focused on discipline specific content.</p> <p><b>Standard CC.3.6.11-12.B.</b> Write informative/explanatory texts, including technical processes.</p> <p><b>PRODUCTION &amp; DISTRIBUTION OF WRITING</b></p> <p><b>Standard CC.3.6.9-12.C</b>          Produce clear and coherent writing appropriate to task, purpose, and audience.</p> <p><b>Standard CC.3.6.9-12.D.</b>          Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.</p> <p><b>Standard CC.3.6.9-12.E.</b> Use technology, including the internet, to produce, publish, and update individual or shared writing products.</p>	

## 700 Business Law and Ethics

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
<p><b>701</b> Learn business law and business ethics vocabulary.</p> <p><b>702</b> Explain how advances in computer technology impact various areas in law.</p> <p><b>703</b> Explain crimes often associated with business and organizations.</p> <p><b>704</b> Describe familiar business law cases and know how they relate to business practices.</p> <p><b>705</b> Compare types of contracts including cyber space and related accountability.</p> <p><b>706</b> Identify improper use of business technology and property.</p> <p><b>707</b> Describe rights and responsibilities when conducting business, traveling or living abroad.</p> <p><b>708</b> Identify legal safeguards to protect your right of computer privacy.</p> <p><b>709</b> Identify cyber law as an emerging trend in the 21st century.</p>	<p><b>FINANCE CAREER CLUSTER Standards</b> 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15</p> <p><b>Accounting Career Pathway (FN-ACT) Standards</b> 1-2-3-4</p>	<p><b>KEY IDEAS/DETAILS GRADES 9-12</b> <b>Standard CC.3.5.9-12.A.</b> Cite specific textual evidence... <b>Standard CC.3.5.9-12.B.</b> Determine the central ideas or conclusions of a text... <b>Standard CC.3.5.9-12.C.</b> Follow precisely a complex multistep procedure...</p> <p><b>CRAFT &amp; STRUCTURE GRADES 9-12</b> <b>Standard CC.3.5.9-12.D.</b> Determine the meaning of symbols, key terms, and other domain specific words... <b>Standard CC.3.5.9-12.E.</b> Analyze the structure of the relationships among concepts in a text... <b>Standard CC.3.5.9-12.F.</b> Analyze the author's purpose in providing an explanation, describing a procedure...</p> <p><b>INTEGRATE KNOWLEDGE/ IDEAS GRADES 9-10</b> CC.3.5.9-10.G. Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart)... <b>Standard CC.3.5.9-10.H.</b> Assess the reasoning in a text to support the author's claim for solving a technical problem... <b>Standard CC.3.5.9-10.I.</b> Compare findings in a text to other sources noting when the findings support or contradict previous explanations...</p> <p><b>GRADES 11-12</b> <b>Standard CC.3.5.11-12.G.</b></p>		

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
		<p>Integrate and evaluate multiple sources of information presented in media (e.g. multimedia) to solve a problem...</p> <p><b>Standard CC.3.5.11-12.H.</b> Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible and corroborating...</p> <p><b>Standard CC.3.5.11-12.I.</b> Synthesize information from a range of sources (e.g. texts) into a coherent understanding of a process, resolving conflicting information...</p> <p><b>RANGE OF READING</b> <b>Standard CC.3.5.9-12.J.</b> By the end of grade 10 or 12, read and comprehend technical texts independently and proficiently...</p>		

## 800 Demonstrate Computer Applications

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
<p><b>801</b> Create, edit, and format documents using word processing software.</p> <p><b>802</b> Enhance document with visual content.</p> <p><b>803</b> Create forms and tables for efficient data display.</p> <p><b>804</b> Identify various components of business communication documents.</p> <p><b>805</b> Create, edit, and format presentations efficiently.</p> <p><b>806</b> Use presentation software.</p> <p><b>807</b> Create databases.</p> <p><b>808</b> Query databases.</p> <p><b>809</b> Maintain databases.</p> <p><b>810</b> Create reports, forms, and combo boxes from a database.</p>	<p><b>FINANCE CAREER CLUSTER Standards</b>  <b>1-2-3-4-5-6-7-8-9-10-11-12-13-14-15</b></p> <p><b>Accounting Career Pathway (FN-ACT) Standards 1-2-3-4</b></p>	<p><b>KEY IDEAS/DETAILS GRADES 9-12</b>  <b>Standard CC.3.5.9-12.A.</b>            Cite specific textual evidence...  <b>Standard CC.3.5.9-12.B.</b>            Determine the central ideas or conclusions of a text...  <b>Standard CC.3.5.9-12.C.</b>            Follow precisely a complex multistep procedure...</p> <p><b>CRAFT &amp; STRUCTURE GRADES 9-12</b>  <b>Standard CC.3.5.9-12.D.</b> Determine the meaning of symbols, key terms, and other domain specific words...  <b>Standard CC.3.5.9-12.E.</b>            Analyze the structure of the relationships among concepts in a text...  <b>Standard CC.3.5.9-12.F.</b>            Analyze the author's purpose in providing an explanation, describing a procedure...</p> <p><b>INTEGRATE KNOWLEDGE/ IDEAS GRADES 9-10</b>            CC.3.5.9-10.G.            Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart)...  <b>Standard CC.3.5.9-10.H.</b>            Assess the reasoning in a text to support the author's claim for solving a technical problem...  <b>Standard CC.3.5.9-10.I.</b>            Compare findings in a text to other sources noting when the findings support or contradict previous explanations...</p> <p><b>GRADES 11-12</b>  <b>Standard CC.3.5.11-12.G.</b></p>	<p><b>TEXT TYPES AND PURPOSE</b>  <b>Standard CC.3.6.11-12.A.</b> Write arguments focused on discipline specific content.  <b>Standard CC.3.6.11-12.B.</b>            Write informative/explanatory texts, including technical processes.</p> <p><b>PRODUCTION &amp; DISTRIBUTION OF WRITING</b>  <b>Standard CC.3.6.9-12.C</b>            Produce clear and coherent writing appropriate to task, purpose, and audience.  <b>Standard CC.3.6.9-12.D.</b>            Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.  <b>Standard CC.3.6.9-12.E.</b> Use technology, including the internet, to produce, publish, and update individual or shared writing products.</p>	

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
		<p>Integrate and evaluate multiple sources of information presented in media (e.g. multimedia) to solve a problem...</p> <p><b>Standard CC.3.5.11-12.H.</b> Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible and corroborating...</p> <p><b>Standard CC.3.5.11-12.I.</b> Synthesize information from a range of sources (e.g. texts) into a coherent understanding of a process, resolving conflicting information...</p> <p><b>RANGE OF READING</b> <b>Standard CC.3.5.9-12.J.</b> By the end of grade 10 or 12, read and comprehend technical texts independently and proficiently...</p>		

## 900 Explain Economics

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
<p>901 Explain the free enterprise system.</p> <p>902 Explain the principles of supply and demand.</p> <p>903 Explain the types of economic systems.</p> <p>904 Identify factors affecting business profit.</p> <p>905 Explain the relationship between government and business.</p> <p>906 Explain the concept of productivity.</p> <p>907 Explain the nature of international trade.</p>	<p><b>FINANCE CAREER CLUSTER Standards</b> 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15</p> <p><b>Accounting Career Pathway (FN-ACT)</b> Standards 1-2-3-4</p>	<p><b>KEY IDEAS/DETAILS GRADES 9-12</b> <b>Standard CC.3.5.9-12.A.</b> Cite specific textual evidence...</p> <p><b>Standard CC.3.5.9-12.B.</b> Determine the central ideas or conclusions of a text...</p> <p><b>Standard CC.3.5.9-12.C.</b> Follow precisely a complex multistep procedure...</p> <p><b>CRAFT &amp; STRUCTURE GRADES 9-12</b> <b>Standard CC.3.5.9-12.D.</b> Determine the meaning of symbols, key terms, and other domain specific words...</p> <p><b>Standard CC.3.5.9-12.E.</b> Analyze the structure of the relationships among concepts in a text...</p> <p><b>Standard CC.3.5.9-12.F.</b> Analyze the author's purpose in providing an explanation, describing a procedure...</p> <p><b>INTEGRATE KNOWLEDGE/ IDEAS GRADES 9-10</b> CC.3.5.9-10.G. Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart)...</p> <p><b>Standard CC.3.5.9-10.H.</b> Assess the reasoning in a text to support the author's claim for solving a technical problem...</p> <p><b>Standard CC.3.5.9-10.I.</b> Compare findings in a text to other sources noting when the findings support or contradict previous explanations...</p> <p><b>GRADES 11-12</b> <b>Standard CC.3.5.11-12.G.</b></p>	<p><b>TEXT TYPES AND PURPOSE</b> <b>Standard CC.3.6.11-12.A.</b> Write arguments focused on discipline specific content.</p> <p><b>Standard CC.3.6.11-12.B.</b> Write informative/explanatory texts, including technical processes.</p> <p><b>PRODUCTION &amp; DISTRIBUTION OF WRITING</b> <b>Standard CC.3.6.9-12.C</b> Produce clear and coherent writing appropriate to task, purpose, and audience.</p> <p><b>Standard CC.3.6.9-12.D.</b> Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.</p> <p><b>Standard CC.3.6.9-12.E.</b> Use technology, including the internet, to produce, publish, and update individual or shared writing products.</p> <p><b>RESEARCH TO BUILD AND PRESENT KNOWLEDGE</b> <b>Standard CC.3.6.9-12.F.</b> Conduct short and more sustained research to answer a question or solve a problem.</p> <p><b>Standard CC.3.6.9-12.G.</b> Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation.</p> <p><b>Standard CC.3.6.9-12.H.</b> Draw</p>	

Secondary Competency Task Grid with Unit and Task Numbers	Common Career Technical Core Standards	Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5	Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6	Pennsylvania Core Standards for Mathematics Standard 2.1
		<p>Integrate and evaluate multiple sources of information presented in media (e.g. multimedia) to solve a problem...</p> <p><b>Standard CC.3.5.11-12.H.</b> Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible and corroborating...</p> <p><b>Standard CC.3.5.11-12.I.</b> Synthesize information from a range of sources (e.g. texts) into a coherent understanding of a process, resolving conflicting information...</p> <p><b>RANGE OF READING</b> <b>Standard CC.3.5.9-12.J.</b> By the end of grade 10 or 12, read and comprehend technical texts independently and proficiently...</p>	<p>evidence from informational texts to support analysis, reflection, and research.</p> <p><b>RANGE OF WRITING</b> <b>Standard CC.3.6.9-12.I.</b> Write routinely over extended time frames and shorter time frames (a single sitting) for a range of discipline specific tasks, purposes, and audiences.</p>	