Accounting Technology/Technician and Bookkeeping, Classification of Instructional Program (CIP) 52.0302
Units of Instruction and Task Grid Linked to Pennsylvania Core Standards

<table>
<thead>
<tr>
<th>Secondary Competency Task Grid with Unit and Task Numbers</th>
<th>Common Career Technical Core Standards</th>
<th>Pennsylvania Core Standards for Reading for Technical Subjects Standard 3.5</th>
<th>Pennsylvania Core Standards for Writing for Technical Subjects Standard 3.6</th>
<th>Pennsylvania Core Standards for Mathematics Standard 2.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>100. PERFORM GENERAL OFFICE DUTIES.</td>
<td>FINANCE CAREER CLUSTER Standards 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15</td>
<td>KEY IDEAS/DETAILS GRADES 9-12 Standard CC.3.5.9-12.A. Cite specific textual evidence...</td>
<td>TEXT TYPES AND PURPOSE Standard CC.3.6.11-12.A. Write arguments focused on discipline specific content.</td>
<td>TEXT TYPES AND PURPOSE Standard CC.3.6.11-12.A. Write informative/explanatory texts, including technical processes.</td>
</tr>
<tr>
<td>101 Maintain and manage financial records, reports or files.</td>
<td>Accounting Career Pathway (FN-ACT) Standards 1-2-3-4</td>
<td>Standard CC.3.5.9-12.B. Determine the central ideas or conclusions of a text...</td>
<td>PRODUCTION &amp; DISTRIBUTION OF WRITING Standard CC.3.6.9-12.C Produce clear and coherent writing appropriate to task, purpose, and audience.</td>
<td>PRODUCTION &amp; DISTRIBUTION OF WRITING Standard CC.3.6.9-12.C Produce clear and coherent writing appropriate to task, purpose, and audience.</td>
</tr>
<tr>
<td>102 Conduct appropriate office communication (written or verbal).</td>
<td></td>
<td>Standard CC.3.5.9-12.C. Follow precisely a complex multistep procedure...</td>
<td></td>
<td>Standard CC.3.6.9-12.C Produce clear and coherent writing appropriate to task, purpose, and audience.</td>
</tr>
<tr>
<td>103 RESERVED</td>
<td></td>
<td>CRAFT &amp; STRUCTURE GRADES 9-12 Standard CC.3.5.9-12.D. Determine the meaning of symbols, key terms, and other domain-specific words...</td>
<td></td>
<td>Standard CC.3.6.9-12.C Produce clear and coherent writing appropriate to task, purpose, and audience.</td>
</tr>
<tr>
<td>104 RESERVED</td>
<td></td>
<td>Standard CC.3.5.9-12.E. Analyze the structure of the relationships among concepts in a text...</td>
<td></td>
<td>Standard CC.3.6.9-12.C Produce clear and coherent writing appropriate to task, purpose, and audience.</td>
</tr>
<tr>
<td>105 RESERVED</td>
<td></td>
<td>Standard CC.3.5.9-12.F. Analyze the author’s purpose in providing an explanation, describing a procedure...</td>
<td></td>
<td>Standard CC.3.6.9-12.C Produce clear and coherent writing appropriate to task, purpose, and audience.</td>
</tr>
<tr>
<td>106 Use correct grammar, punctuation or spelling.</td>
<td></td>
<td>TEXT TYPES AND PURPOSE Standard CC.3.6.11-12.A. Write arguments focused on discipline specific content.</td>
<td></td>
<td>TEXT TYPES AND PURPOSE Standard CC.3.6.11-12.A. Write arguments focused on discipline specific content.</td>
</tr>
<tr>
<td>107 RESERVED</td>
<td></td>
<td></td>
<td></td>
<td>TEXT TYPES AND PURPOSE Standard CC.3.6.11-12.A. Write arguments focused on discipline specific content.</td>
</tr>
<tr>
<td>108 Operate a calculator, adding machine, and computer.</td>
<td></td>
<td>TEXT TYPES AND PURPOSE Standard CC.3.6.11-12.A. Write arguments focused on discipline specific content.</td>
<td></td>
<td>TEXT TYPES AND PURPOSE Standard CC.3.6.11-12.A. Write arguments focused on discipline specific content.</td>
</tr>
<tr>
<td>109 Use accounting terminology.</td>
<td></td>
<td></td>
<td></td>
<td>TEXT TYPES AND PURPOSE Standard CC.3.6.11-12.A. Write arguments focused on discipline specific content.</td>
</tr>
<tr>
<td>110 RESERVED</td>
<td></td>
<td>TEXT TYPES AND PURPOSE Standard CC.3.6.11-12.A. Write arguments focused on discipline specific content.</td>
<td></td>
<td>TEXT TYPES AND PURPOSE Standard CC.3.6.11-12.A. Write arguments focused on discipline specific content.</td>
</tr>
<tr>
<td>111 RESERVED</td>
<td></td>
<td>TEXT TYPES AND PURPOSE Standard CC.3.6.11-12.A. Write arguments focused on discipline specific content.</td>
<td></td>
<td>TEXT TYPES AND PURPOSE Standard CC.3.6.11-12.A. Write arguments focused on discipline specific content.</td>
</tr>
<tr>
<td>200. COMPLETE THE STEPS OF THE ACCOUNTING CYCLE.</td>
<td>201</td>
<td>FINANCE CAREER CLUSTER</td>
<td>KEY IDEAS/DETAILS GRADES 9-12</td>
<td>TEXT TYPES AND PURPOSE</td>
</tr>
<tr>
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</tr>
<tr>
<td>200. COMPLETE THE STEPS OF THE ACCOUNTING CYCLE.</td>
<td>Prepare chart of accounts and assign account numbers.</td>
<td>FINANCE CAREER CLUSTER</td>
<td>KEY IDEAS/DETAILS GRADES 9-12</td>
<td>TEXT TYPES AND PURPOSE</td>
</tr>
<tr>
<td>202</td>
<td>Use T-Accounts to analyze transactions into debit and credit parts.</td>
<td></td>
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<tr>
<td>203</td>
<td>Analyze the effects of transactions using the accounting equation.</td>
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<tr>
<td>204</td>
<td>Analyze and journalize source documents using double-entry accounting.</td>
<td></td>
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<tr>
<td>205</td>
<td>Post transactions from General and Special Journals to ledger accounts.</td>
<td></td>
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</tr>
<tr>
<td>206</td>
<td>Complete multi-column worksheets.</td>
<td></td>
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<tr>
<td>207</td>
<td>Record and post adjusting and closing entries.</td>
<td></td>
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</tr>
<tr>
<td>209</td>
<td>Verify financial statements against worksheet.</td>
<td></td>
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</tr>
<tr>
<td>210</td>
<td>Prepare post-closing trial balance from general ledger.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>211</td>
<td>Identify Generally Accepted Accounting Principles throughout the accounting cycle.</td>
<td></td>
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</tr>
</tbody>
</table>

| Standards 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15 |
| Accounting Career Pathway (FN-ACT) Standards 1-2-3-4 |

| Standards CC.3.5.9-12.A. | Cite specific textual evidence... |
| Standards CC.3.5.9-12.B. | Determine the central ideas or conclusions of a text... |
| Standards CC.3.5.9-12.C. | Follow precisely a complex multistep procedure... |

**CRAFT & STRUCTURE**

**GRADES 9-12**

| Standard CC.3.5.9-12.D. | Determine the meaning of symbols, key terms, and other domain specific words... |
| Standard CC.3.5.9-12.E. | Analyze the structure of the relationships among concepts in a text... |
| Standard CC.3.5.9-12.F. | Analyze the author’s purpose in providing an explanation, describing a procedure... |

**INTEGRATE KNOWLEDGE/ IDEAS**

**GRADES 9-10**

| CC.3.5.9-10.G. | Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart)... |
| Standard CC.3.5.9-10.H. | Assess the reasoning in a text to support the author’s claim for solving a technical problem... |
| Standard CC.3.5.9-10.I. | Compare findings in a text to other sources noting when the findings support or contradict previous explanations... |

**GRADES 11-12**

| Standard CC.3.5.11-12.G. | Integrate and evaluate multiple sources of information presented in... |

**PRODUCTION & DISTRIBUTION OF WRITING**

**Standard CC.3.6.9-12.C**

*Produce clear and coherent writing, appropriate to task, purpose, and audience.*

**Standard CC.3.6.9-12.D**

*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.*

**Standard CC.3.6.9-12.E**

*Use technology, including the internet, to produce, publish, and update individual or shared writing products.*
<table>
<thead>
<tr>
<th>300. REVIEW AND ANALYZE FINANCIAL DOCUMENTATION.</th>
<th>FINANCE CAREER CLUSTER Standards 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15</th>
<th>KEY IDEAS/DETAILS GRADES 9-12</th>
<th>TEXT TYPES AND PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>301 RESERVED</td>
<td>Accounting Career Pathway (FN-ACT) Standards 1-2-3-4</td>
<td>Standard CC.3.5.9-12.A. Cite specific textual evidence...</td>
<td>Standard 2.1.HS.F.1 Apply and extend the properties of exponents to solve problems with rational exponents.</td>
</tr>
<tr>
<td>302 RESERVED</td>
<td></td>
<td>Standard CC.3.5.9-12.B. Determine the central ideas or conclusions of a text...</td>
<td>Standard 2.1.HS.F.2 Apply properties of rational and irrational numbers to solve real world or mathematical problems.</td>
</tr>
<tr>
<td>303 Review and analyze purchase invoice and payment terms.</td>
<td>Standard CC.3.5.9-12.C. Follow precisely a complex multistep procedure...</td>
<td>Standard 2.1.HS.F.3 Use units as a way to understand problems and to guide the solution of multi-step problems.</td>
<td></td>
</tr>
<tr>
<td>304 Review and analyze sales invoice and payment terms.</td>
<td>CRAFT &amp; STRUCTURE GRADES 9-12</td>
<td>PRODUCTION &amp; DISTRIBUTION OF WRITING Standard CC.3.5.9-12.A.</td>
<td>Standard 2.1.HS.F.4 Choose a level of accuracy appropriate to limitations on measurement when reporting quantities.</td>
</tr>
<tr>
<td>305 Review and analyze purchase returns and allowances using debit memos.</td>
<td>Standard CC.3.5.9-12.D. Determine the meaning of symbols, key terms, and other domain specific words...</td>
<td>Standard CC.3.6.11-12.B. Write informative/explanatory texts, including technical processes.</td>
<td></td>
</tr>
<tr>
<td>306 Review and analyze sales returns and allowances using credit memos.</td>
<td>Standard CC.3.5.9-12.E. Analyze the structure of the relationships among concepts in a text...</td>
<td>Standard CC.3.6.11-12.C. Produce clear and coherent writing appropriate to task, purpose, and audience.</td>
<td></td>
</tr>
<tr>
<td>307 Review and analyze batch report or calculator tape.</td>
<td>Standard CC.3.5.9-12.F.</td>
<td>Standard CC.3.6.11-12.D. Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new strategy.</td>
<td>Standard CC.3.6.11-12.E.</td>
</tr>
<tr>
<td>308 Review and analyze shipping terms and documents.</td>
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<td>Standard CC.3.6.11-12.F. Extend the knowledge of arithmetic operations and algebra.</td>
</tr>
<tr>
<td>309 Review and analyze a memorandum.</td>
<td></td>
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<td>Standard CC.3.6.11-12.G. Extend the knowledge of arithmetic operations and algebra.</td>
</tr>
<tr>
<td>310 Review and analyze bank deposit slip.</td>
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<td></td>
<td>Standard CC.3.6.11-12.H. Extend the knowledge of arithmetic operations and algebra.</td>
</tr>
<tr>
<td>311 Prepare, review, and analyze bank reconciliation including all service charges and fees.</td>
<td></td>
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<td>Standard CC.3.6.11-12.I. Extend the knowledge of arithmetic operations and algebra.</td>
</tr>
<tr>
<td>312 Prepare, review, and analyze petty cash report.</td>
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<td>Standard CC.3.6.11-12.J. Extend the knowledge of arithmetic operations and algebra.</td>
</tr>
<tr>
<td>313 Review and analyze cash receipts or and disbursements of cash.</td>
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<td>Standard CC.3.6.11-12.K. Extend the knowledge of arithmetic operations and algebra.</td>
</tr>
<tr>
<td>314 Review and analyze checks and checkbook register.</td>
<td></td>
<td></td>
<td>Standard CC.3.6.11-12.L. Extend the knowledge of arithmetic operations and algebra.</td>
</tr>
<tr>
<td>315</td>
<td>Prepare an Inventory Stock Record using various costing methods.</td>
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<tr>
<td>316</td>
<td>Prepare a Plant Asset Record using various fixed asset depreciation methods.</td>
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<tr>
<td>317</td>
<td>Calculate business taxation information.</td>
<td></td>
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<tr>
<td>318</td>
<td>Review and analyze Promissory Notes.</td>
<td></td>
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<tr>
<td>319</td>
<td>Apply internal controls, auditing, and error-correcting techniques.</td>
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<tr>
<td>320</td>
<td>Prepare Schedules of Accounts Payable and Accounts Receivable.</td>
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<tr>
<td>321</td>
<td>Adjust for Bad Debts using the Direct Write-Off or Allowance Method.</td>
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<td></td>
<td>Analyze the author’s purpose in providing an explanation, describing a procedure...</td>
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<tr>
<td></td>
<td><strong>INTEGRATE KNOWLEDGE/ IDEAS</strong></td>
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<tr>
<td></td>
<td><strong>GRADES 9-10</strong></td>
<td></td>
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<tr>
<td></td>
<td>CC.3.5.9-10.G.</td>
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<tr>
<td></td>
<td>Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart)...</td>
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<tr>
<td></td>
<td><strong>Standard CC.3.5.9-10.H.</strong></td>
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<tr>
<td></td>
<td>Assess the reasoning in a text to support the author’s claim for solving a technical problem...</td>
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<tr>
<td></td>
<td><strong>Standard CC.3.5.9-10.I.</strong></td>
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<td></td>
<td>Compare findings in a text to other sources noting when the findings support or contradict previous explanations...</td>
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<tr>
<td></td>
<td><strong>GRADES 11-12</strong></td>
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<tr>
<td></td>
<td><strong>Standard CC.3.5.11-12.G.</strong></td>
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<tr>
<td></td>
<td>Integrate and evaluate multiple sources of information presented in media (e.g. multimedia) to solve a problem...</td>
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<tr>
<td></td>
<td><strong>Standard CC.3.5.11-12.H.</strong></td>
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<tr>
<td></td>
<td>Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible and corroborating...</td>
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<td></td>
<td><strong>Standard CC.3.5.11-12.I.</strong></td>
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<tr>
<td></td>
<td>Synthesize information from a range of sources (e.g. texts) into a coherent understanding of a process, resolving conflicting information...</td>
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<tr>
<td></td>
<td><strong>RANGE OF READING</strong></td>
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<tr>
<td></td>
<td><strong>Standard CC.3.5.9-12.J.</strong></td>
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<td></td>
<td>By the end of grade 10 or 12, read and comprehend technical texts independently and proficiently...</td>
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<tr>
<td></td>
<td><strong>approach, focusing on addressing what is most significant for a specific purpose and audience.</strong></td>
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<td><strong>Standard CC.3.6.9-12.E.</strong></td>
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<tr>
<td></td>
<td>Use technology, including the internet, to produce, publish, and update individual or shared research or writing products.</td>
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<tr>
<td></td>
<td><strong>apply to complex numbers.</strong></td>
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<td><strong>Standard 2.2.HS.D.7</strong></td>
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<tr>
<td></td>
<td>Create and graph equations or inequalities to describe numbers or relationships.</td>
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<td><strong>Standard 2.4.HS.B.2</strong></td>
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<td></td>
<td>Summarize, represent, and interpret data on two categorical and quantitative variables.</td>
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<td></td>
<td><strong>Standard 2.2.HS.D.9</strong></td>
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<tr>
<td></td>
<td>Use reasoning to solve equations and justify the solution method.</td>
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</tr>
</tbody>
</table>
**400. PREPARE, MAINTAIN, AND UPDATE PAYROLL AND TAX RECORDS.**

<table>
<thead>
<tr>
<th>Step</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>401</td>
<td>Compile and record employee time, production and payroll data from time sheets and other records.</td>
</tr>
<tr>
<td>402</td>
<td>Record information found on the W-4 forms in the employee data section.</td>
</tr>
<tr>
<td>403</td>
<td>Update employee record information to maintain payroll records.</td>
</tr>
<tr>
<td>404</td>
<td>Calculate benefits including sick pay, vacation time and personal time.</td>
</tr>
<tr>
<td>405</td>
<td>Compute wages, taxes (FIT, SIT, FICA, Medicare), other deductions, and net pay.</td>
</tr>
<tr>
<td>406</td>
<td>Complete and file tax forms and returns (i.e. Form 941, W-2, W-3, PAUC, FUTA, SUTA,) appropriate to current government regulations (Electronic Federal Tax Payment System).</td>
</tr>
<tr>
<td>407</td>
<td>Process payroll documents, records and checks.</td>
</tr>
<tr>
<td>408</td>
<td>Journalize payroll at end of earnings period in appropriate journals.</td>
</tr>
<tr>
<td>409</td>
<td>Journalize the payment of period payroll taxes.</td>
</tr>
<tr>
<td>410</td>
<td>Reserve</td>
</tr>
</tbody>
</table>

**FINANCE CAREER CLUSTER**

**Accounting Career Pathway (FN-ACT) Standards 1-2-3-4**

**KEY IDEAS/DETAILS**

**GRADES 9-12**

- **Standard CC.3.5.9-12.A.** Cite specific textual evidence...
- **Standard CC.3.5.9-12.B.** Determine the central ideas or conclusions of a text...
- **Standard CC.3.5.9-12.C.** Follow precisely a complex multistep procedure...

**CRAFT & STRUCTURE**

**GRADES 9-12**

- **Standard CC.3.5.9-12.D.** Determine the meaning of symbols, key terms, and other domain specific words...
- **Standard CC.3.5.9-12.E.** Analyze the structure of the relationships among concepts in a text...
- **Standard CC.3.5.9-12.F.** Analyze the author’s purpose in providing an explanation, describing a procedure...

**INTEGRATE KNOWLEDGE/IDEAS**

**GRADES 9-10**

- **CC.3.5.9-10.G.** Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart)...
- **Standard CC.3.5.9-10.H.** Assess the reasoning in a text to support the author’s claim for solving a technical problem...
- **Standard CC.3.5.9-10.I.** Compare findings in a text to other sources noting when the findings support or contradict previous explanations...

**TEXT TYPES AND PURPOSE**

- **Standard CC.3.6.11-12.A.** Write arguments focused on discipline specific content.
- **Standard CC.3.6.11-12.B.** Write informative/explanatory texts, including technical processes.
- **PRODUCTION & DISTRIBUTION OF WRITING**
  - **Standard CC.3.6.11-12.C.** Produce clear and coherent writing appropriate to task, purpose, and audience.
- **Standard CC.3.6.11-12.D.** 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.
- **Standard CC.3.6.11-12.E.** Use technology, including the internet, to produce, publish, and update individual or shared writing products.

**STANDARD 2.1.HS.F.1**

Apply and extend the properties of exponents to solve problems with rational exponents.

**STANDARD 2.1.HS.F.2**

Apply properties of rational and irrational numbers to solve real world or mathematical problems.

**STANDARD 2.1.HS.F.4**

Use units as a way to understand problems and to guide the solution of multi-step problems.

**STANDARD 2.1.HS.F.5**

Choose a level of accuracy appropriate to limitations on measurement when reporting quantities.

**STANDARD 2.1.HS.F.6**

Extend the knowledge of arithmetic operations and apply to complex numbers.

**STANDARD 2.2.HS.D.7**

Create and graph equations or inequalities to describe numbers or relationships.

**STANDARD 2.4.IHS.B.2**

Summarize, represent, and interpret data on two categorical and quantitative variables.

**STANDARD 2.2.IHS.D.9**

Use reasoning to solve equations and justify the solution method.
<table>
<thead>
<tr>
<th>500. FINANCIAL STATEMENT ANALYSIS.</th>
<th></th>
</tr>
</thead>
</table>
| 501. Calculate component percentages on the Income Statement. | FINANCE CAREER CLUSTER Standards 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15  
Accounting Career Pathway (FN-ACT) Standards 1-2-3-4 |
| 503. Perform ratio analysis and supporting schedules for the Balance Sheet. |  |

<table>
<thead>
<tr>
<th>600. AUTOMATED ACCOUNTING AND SPREADSHEET SOFTWARE.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>601. Create, edit, and format spreadsheets.</td>
<td>FINANCE CAREER CLUSTER Standards 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15</td>
</tr>
<tr>
<td>602. Demonstrate advanced features to make enhanced user-friendly spreadsheets.</td>
<td>TEXT TYPES AND PURPOSE Standard CC.3.6.11-12.A. Write arguments focused</td>
</tr>
<tr>
<td>603. RESERVED</td>
<td></td>
</tr>
<tr>
<td>604. Create, format, and modify charts and tables.</td>
<td></td>
</tr>
<tr>
<td>605</td>
<td>RESERVED</td>
</tr>
<tr>
<td>606</td>
<td>Manage multiple worksheets and workbooks.</td>
</tr>
<tr>
<td>607</td>
<td>Summarize data for analysis'.</td>
</tr>
<tr>
<td>608</td>
<td>Examine automated accounting software (QuickBooks, Peachtree, Sage 50, etc.).</td>
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</tbody>
</table>

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<thead>
<tr>
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<td>on discipline specific content.</td>
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<td>Produce clear and coherent writing appropriate to task, purpose, and audience.</td>
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<td><strong>Standard CC.3.6.9-12.D.</strong></td>
<td>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.</td>
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<td><strong>Standard CC.3.6.9-12.E.</strong></td>
<td>Use technology, including the internet, to produce, publish, and update individual or shared writing products.</td>
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<tr>
<th>700. BUSINESS LAW AND ETHICS.</th>
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<tr>
<td>701</td>
<td>Demonstrate knowledge of business law and business ethics vocabulary.</td>
</tr>
<tr>
<td>702</td>
<td>Understand the importance of cybersecurity and its impact on confidential data.</td>
</tr>
<tr>
<td>703</td>
<td>Explain crimes often associated with business and organizations.</td>
</tr>
<tr>
<td>704</td>
<td>Describe familiar business law cases and describe their impact on business practices (i.e. Sarbanes-Oxley).</td>
</tr>
<tr>
<td>705</td>
<td>Identify the elements and characteristics of a legal contract.</td>
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<tr>
<th>FINANCE CAREER CLUSTER Standards 1-2-3-4</th>
<th>KEY IDEAS/DETAILS GRADES 9-12</th>
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<tr>
<td><strong>Standard CC.3.5.9-12.A.</strong></td>
<td>Cite specific textual evidence...</td>
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<td>Follow precisely a complex multistep procedure...</td>
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<p>| CRAFT &amp; STRUCTURE GRADES 9-12 |  |</p>
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<td>706</td>
<td>Identify improper use of business technology and property.</td>
<td><strong>Standard CC.3.5.9-12.D.</strong> Determine the meaning of symbols, key terms, and other domain specific words...</td>
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<tr>
<td>707</td>
<td>Describe legal rights and responsibilities of various business structures when conducting business.</td>
<td><strong>Standard CC.3.5.9-12.E.</strong> Analyze the structure of the relationships among concepts in a text...</td>
</tr>
<tr>
<td>708</td>
<td>Exhibit knowledge of regulatory bodies (Fair Labor Standards Act, IASB, FASB, SEC)</td>
<td><strong>Standard CC.3.5.9-12.F.</strong> Analyze the author’s purpose in providing an explanation, describing a procedure...</td>
</tr>
</tbody>
</table>
| 709 | Identify emerging trends in the 21st century and the resulting growth of forensic accounting. | **INTEGRATE KNOWLEDGE/ IDEAS GRADES 9-10**  
CC.3.5.9-10.G.  
Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart)... |
|   |   | **Standard CC.3.5.9-10.H.** Assess the reasoning in a text to support the author’s claim for solving a technical problem... |
|   |   | **Standard CC.3.5.9-10.I.** Compare findings in a text to other sources noting when the findings support or contradict previous explanations... |
|   |   | **GRADES 11-12**  
**Standard CC.3.5.11-12.G.** Integrate and evaluate multiple sources of information presented in media (e.g. multimedia) to solve a problem... |
|   |   | **Standard CC.3.5.11-12.H.** Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible and corroborating... |
|   |   | **Standard CC.3.5.11-12.I.** Synthesize information from a range of sources (e.g. texts) into a coherent understanding of a
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<tr>
<th>800. COMPUTER APPLICATIONS.</th>
<th>FINANCE CAREER CLUSTER Standards 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15</th>
<th>KEY IDEAS/DETAILS GRADES 9-12 Standard CC.3.5.9-12.A. Cite specific textual evidence... Standard CC.3.5.9-12.B. Determine the central ideas or conclusions of a text... Standard CC.3.5.9-12.C. Follow precisely a complex multistep procedure...</th>
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<td>801 Create, edit, and format documents using word processing software.</td>
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<td>TEXT TYPES AND PURPOSE Standard CC.3.6.11-12.A. Write arguments focused on discipline specific content. Standard CC.3.6.11-12.B. Write informative/explanatory texts, including technical processes.</td>
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<td>802 Enhance documents with visual content.</td>
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<td>PRODUCTION &amp; DISTRIBUTION OF WRITING Standard CC.3.6.9-12.C Produce clear and coherent writing appropriate to task, purpose, and audience. Standard CC.3.6.9-12.D. 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.</td>
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<td>INTEGRATE KNOWLEDGE/IDEAS GRADES 9-10CC.3.5.9-10.G. Translate quantitative or technical information expressed in a text into visual form (e.g. a table or chart)... Standard CC.3.5.9-10.H. Use technology, including the internet, to produce, publish, and update individual or shared writing products.</td>
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<td>804 Identify various components of business communication documents.</td>
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<td>805 Create, edit, and format presentations using presentation software.</td>
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<tr>
<td>806 Utilize basic computer terminology (e.g. storage devices, RAM, printers).</td>
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<td>807 RESERVED</td>
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Assess the reasoning in a text to support the author’s claim for solving a technical problem…

**Standard CC.3.5.9-10.I.**

Compare findings in a text to other sources noting when the findings support or contradict previous explanations…

**GRADES 11-12**

**Standard CC.3.5.11-12.G.**

Integrate and evaluate multiple sources of information presented in media (e.g. multimedia) to solve a problem…

**Standard CC.3.5.11-12.H.**

Evaluate the hypotheses, data, analysis, and conclusions in a technical text, verifying the data when possible and corroborating…

**Standard CC.3.5.11-12.I.**

Synthesize information from a range of sources (e.g. texts) into a coherent understanding of a process, resolving conflicting information…

**RANGE OF READING**

**Standard CC.3.5.9-12.J.**

By the end of grade 10 or 12, read and comprehend technical texts independently and proficiently…

---

**900. ECONOMICS.**

| 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. |

**FINANCE CAREER CLUSTER**

**Standards**

1-2-3-4-5-6-7-8-9-10-11-12-13-14-15

**Accounting Career Pathway (FN-ACT)**

**Standards**

1-2-3-4

**KEY IDEAS/DETAILS**

**GRADES 9-12**

**Standard CC.3.5.9-12.A.**

Cite specific textual evidence…

**Standard CC.3.5.9-12.B.**

Determine the central ideas or conclusions of a text…

**Standard CC.3.5.9-12.C.**

Follow precisely a complex multistep procedure…

**TEXT TYPES AND PURPOSE**

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Write arguments focused on discipline specific content.

**Standard CC.3.6.11-12.B.**

Write informative/explanatory texts, including technical processes.
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**INTEGRATE KNOWLEDGE/IDEAS**

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**RESEARCH TO BUILD AND PRESENT KNOWLEDGE**

| **Standard CC.3.6.9-12.F.** | Conduct short and more sustained research to answer a question or solve a problem. |
| **Standard CC.3.6.9-12.G.** | Gather relevant information from multiple authoritative print and digital sources, following a standard format for citation. |
| **Standard CC.3.6.9-12.H.** | Draw evidence from informational texts to support analysis, reflection, and research. |

**RANGE OF WRITING**
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<td><strong>Write routinely over extended time frames and shorter time frames (a single sitting) for a range of discipline specific tasks, purposes, and audiences.</strong></td>
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