

2018/2019 Student Competency Record
Accounting
6320 - 36 weeks

Student	School Year
School	Teacher Signature

Traditional letter or numerical grades do not provide adequate documentation of student achievement in competency-based education; therefore, the Virginia Standards for CBE require a recording system to provide information about competencies achieved to employer, student-employee, and teacher. The Student Competency Record provides a means for keeping track of student progress. Ratings are assigned by the teacher for classroom competency achievement and by the teacher-coordinator in conjunction with the training sponsor when competence is evaluated on the job.

Tasks/competencies designated "Required" are considered essential statewide and are required of all students. In some courses, all tasks/competencies have been identified as required. Tasks/competencies marked "Optional" are considered optional; they and/or additional tasks/competencies may be taught at the discretion of the school division. Tasks/competencies marked with an asterisk (*) are considered sensitive, and teachers should obtain approval by the school division before teaching them. Student competency records should be kept as long as the student is enrolled in the school and for five years after the student graduates/leaves the school.

Note: Students with an Individualized Education Program (IEP) or an Individualized Student Alternative Education Plan (ISAEP) will be rated, using the following scale, only on the competencies identified in their IEP or ISAEP.

Students will be expected to achieve a **satisfactory rating** (one of the three highest marks) on the Student Competency Record (SCR) rating scale on at least 80% of the required (essential) competencies in a CTE course.

...RATING SCALE...

- 1 - Can teach others**
- 2 - Can perform without supervision**
- 3 - Can perform with limited supervision**
- 4 - Can perform with supervision**
- 5 - Cannot perform**

6320 36 weeks	Accounting TASKS/COMPETENCIES		Date	Rating
Demonstrating Workplace Readiness Skills: Personal Qualities and People Skills				
Required	1	Demonstrate positive work ethic.		
Required	2	Demonstrate integrity.		
Required	3	Demonstrate teamwork skills.		
Required	4	Demonstrate self-representation skills.		
Required	5	Demonstrate diversity awareness.		
Required	6	Demonstrate conflict-resolution skills.		
Required	7	Demonstrate creativity and resourcefulness.		
Demonstrating Workplace Readiness Skills: Professional Knowledge and Skills				
Required	8	Demonstrate effective speaking and listening skills.		
Required	9	Demonstrate effective reading and writing skills.		
Required	10	Demonstrate critical-thinking and problem-solving skills.		
Required	11	Demonstrate healthy behaviors and safety skills.		
Required	12	Demonstrate an understanding of workplace organizations, systems, and climates.		
Required	13	Demonstrate lifelong-learning skills.		
Required	14	Demonstrate job-acquisition and advancement skills.		
Required	15	Demonstrate time-, task-, and resource-management skills.		
Required	16	Demonstrate job-specific mathematics skills.		
Required	17	Demonstrate customer-service skills.		
Demonstrating Workplace Readiness Skills: Technology Knowledge and Skills				
Required	18	Demonstrate proficiency with technologies common to a specific occupation.		
Required	19	Demonstrate information technology skills.		
Required	20	Demonstrate an understanding of Internet use and security issues.		
Required	21	Demonstrate telecommunications skills.		
Examining All Aspects of an Industry				
Required	22	Examine aspects of planning within an industry/organization.		
Required	23	Examine aspects of management within an industry/organization.		
Required	24	Examine aspects of financial responsibility within an industry/organization.		

Required	25	Examine technical and production skills required of workers within an industry/organization.		
Required	26	Examine principles of technology that underlie an industry/organization.		
Required	27	Examine labor issues related to an industry/organization.		
Required	28	Examine community issues related to an industry/organization.		
Required	29	Examine health, safety, and environmental issues related to an industry/organization.		
Addressing Elements of Student Life				
Required	30	Identify the purposes and goals of the student organization.		
Required	31	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.		
Required	32	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.		
Required	33	Identify Internet safety issues and procedures for complying with acceptable use standards.		
Understanding the Accounting Cycle for a Service Business				
Required	34	Describe accounting, including its purpose and importance.		
Required	35	Describe the role accounting plays in the global economy.		
Required	36	Identify the forms of business ownership and ways they affect accounting.		
Required	37	Identify the basic financial statements.		
Required	38	Explain the scope of generally accepted accounting principles (GAAP) in relation to financial reporting concepts.		
Required	39	Demonstrate the effects of transactions on the accounting equation.		
Required	40	Evaluate source documents to journalize transactions.		
Required	41	Prepare a chart of accounts.		
Required	42	Prepare customer invoices for a service business.		
Required	43	Process vendor invoices for a service business.		
Required	44	Analyze transactions through the use of T accounts.		
Required	45	Record transactions in a general journal.		
Required	46	Post journal entries to the general ledger.		
Required	47	Prepare a trial balance.		

Required	48	Prepare a work sheet to plan end-of-period adjustments for a service business.		
Required	49	Prepare financial statements for a service business.		
Required	50	Examine the differences between net income and net loss.		
Required	51	Prepare entries to close temporary accounts for a service business.		
Required	52	Record adjusting and closing entries for a service business.		
Required	53	Prepare a post-closing trial balance for a service business.		
Required	54	Describe the steps of the accounting cycle for a service business.		
Required	55	Describe record-organization and retention-schedule procedures for a service business.		
Required	56	Identify transactions that require tax review.		
Optional	57	Maintain financial records for a service business, using accounting software.		
Optional	58	Maintain financial records for a service business, using spreadsheet software.		
Understanding the Accounting Cycle for a Merchandising Business				
Required	59	Compare accounting procedures for different types of business ownership and business cycles.		
Required	60	Differentiate between a service and a merchandising business.		
Required	61	Differentiate between periodic and perpetual inventory systems in a merchandising business.		
Required	62	Record sales transactions for a merchandising business.		
Required	63	Identify special journals and their uses.		
Required	64	Journalize cash receipts transactions.		
Required	65	Post from journals to the general ledger and the accounts receivable subsidiary ledger.		
Required	66	Prepare the schedule of accounts receivable.		
Required	67	Prepare customer invoices for a merchandising business.		
Required	68	Process vendor invoices for a merchandising business.		
Required	69	Record purchase transactions for a merchandising business.		
Required	70	Journalize cash payment transactions.		
Required	71	Post from journals to the general ledger and the accounts payable subsidiary ledger.		
Required	72	Prepare a work sheet to plan end-of-period adjustments for a merchandising business.		

Required	73	Prepare financial statements for a merchandising business.		
Required	74	Analyze financial statements for a merchandising business.		
Required	75	Prepare entries to close temporary accounts for a merchandising business.		
Required	76	Record adjusting and closing entries for a merchandising business.		
Required	77	Prepare the post-closing trial balance for a merchandising business.		
Required	78	Describe the steps of the accounting cycle for a merchandising business.		
Required	79	Describe record-organization and retention-schedule procedures for a merchandising business.		
Optional	80	Maintain financial records for a merchandising business, using accounting software.		
Optional	81	Maintain financial records for a merchandising business, using spreadsheet software.		
Understanding Cash Control Systems				
Required	82	Reconcile a bank statement.		
Required	83	Journalize banking transactions.		
Required	84	Maintain petty cash records.		
Required	85	Maintain a checking account.		
Required	86	Prepare entries involving cash short and over.		
Required	87	Identify security considerations related to internal control procedures.		
Optional	88	Maintain banking records, using accounting software.		
Optional	89	Maintain banking records, using spreadsheet software.		
Implementing Payroll and Payroll Tax Procedures				
Required	90	Describe payroll concepts used to determine gross earnings.		
Required	91	Explain the purposes of payroll withholdings/deductions.		
Required	92	Calculate employee gross earnings, withholdings, and net pay on a payroll register.		
Required	93	Explain employer payroll taxes.		
Required	94	Calculate employer payroll taxes.		
Required	95	Journalize payroll and payroll tax expense transactions.		
Required	96	Maintain employee earnings records.		
Required	97	Generate payroll checks.		

Required	98	Identify source documents required for adding and deleting employees from payroll.		
Required	99	Describe record-organization and retention-schedule procedures for payroll and payroll taxes.		
Optional	100	Prepare employer tax returns.		
Optional	101	Prepare employee tax returns.		
Optional	102	Maintain financial records relating to payroll, using accounting software.		
Optional	103	Maintain financial records relating to payroll, using spreadsheet software.		
Implementing Accounting for Other Scheduled Procedures				
Required	104	Maintain records for depreciation.		
Required	105	Describe the purpose of aging accounts receivable.		
Required	106	Analyze records for accounts receivable write-offs.		
Required	107	Record inventories.		
Required	108	Maintain records for notes payable and notes receivable.		
Required	109	Maintain records for prepaids.		
Required	110	Maintain records for accruals.		
Understanding Accounting Business Ethics				
Required	111	Describe confidentiality concepts and policies for accounting.		
Required	112	Identify essential characteristics of professional conduct for accountants.		
Preparing for Industry Certification and/or College Level Examination (CLEP) Testing				
Required	113	Describe the process and requirements for obtaining industry certifications and/or taking CLEP examinations related to the Accounting course.		
Required	114	Identify testing skills/strategies for a certification and/or CLEP examination.		
Required	115	Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification or CLEP exams).		
Optional	116	Successfully complete an industry certification or CLEP examination representative of skills learned in this course (e.g., IC3, NOCTI, CLEP).		
Developing Career Exploration and Employability Skills				
Required	117	Explore career opportunities in accounting.		
Required	118	Identify personal characteristics of a professional accountant.		

