

# (8203310) Accounting Applications 1

Version: 2024

## Course Attributes

- **Course Number:** 8203310
- **Course Number:** 3
- **Grade Level:** 1 Hours
- **Course Length:** *Refer to the Educator Certifications section*
- **Teacher Certification:**
- **SOC Codes:** Program Primary SOC: 111021 - General and Operations Managers  
Additional SOCs: *Refer to the Related Careers (SOC Codes) section*

## Course Structure

Accounting Applications 1

The outline below shows the structure of this Course, including all its requirements and optional components.

Parent

### **8203310 Accounting Applications 1**

0 Child Components - 0 Required

## Related Careers (SOC Codes)

The career titles and SOC codes listed below are based on the 2018 Standard Occupational Classification (SOC) system, which is a federal statistical standard used by federal agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. Students completing this program, including required and optional program components, will learn valuable concepts and skills related to the following career(s).

Parent

### **8203310 Accounting Applications 1**

- **Primary SOC Code**

111021 - General and Operations Managers

- **Secondary SOC Code**

433031 - Bookkeeping, Accounting, and Auditing Clerks

132051 - Financial Analysts

## Standards and Benchmarks

### National Standards:

#### 8203310 Accounting Applications 1

This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. The use of computers and appropriate software is required.

**CTE-BUS.912.8203310.1 - Describe management functions and organizational structures as they relate to today's workplace and employer/employee roles.**

Describe management functions and organizational structures as they relate to today's workplace and employer/employee roles.

##### CTE-BUS.912.8203310.1.1

Explain how accounting departments work within and across organizations.

##### CTE-BUS.912.8203310.1.2

Describe the roles and responsibilities of employees within the organization of a small, medium, or large accounting department (including the CFO, controller, accounting manager, accounts payable and receivable coordinator, payroll administrator, bookkeeper and credit and collection manager).

##### CTE-BUS.912.8203310.1.3

Compare and contrast various parts of business ownership (e.g., sole proprietorships, partnerships, corporations) and other organizational structures (e.g., non-profit organizations, government agencies).

##### CTE-BUS.912.8203310.1.4

List the advantages and disadvantages of each form of business ownership.

**CTE-BUS.912.8203310.2 - Practice quality performance in the learning environment and the workplace.**

Practice quality performance in the learning environment and the workplace.

CTE-BUS.912.8203310.2.1

Apply appropriate organizational skills to manage time and resources.

CTE-BUS.912.8203310.2.1

Perform tasks accurately, completely, and with attention to detail consistently.

CTE-BUS.912.8203310.2.2

Think critically and make informed decisions.

CTE-BUS.912.8203310.2.3

Project a professional image through appropriate business attire, ethical behavior, personal responsibility, flexibility, and respect for confidentiality.

CTE-BUS.912.8203310.2.3

Follow accepted rules, regulations, policies and workplace safety.

CTE-BUS.912.8203310.2.3

**Apply appropriate organizational skills to manage time and resources.**

CTE-BUS.912.8203310.2.4

**Project a professional image through appropriate business attire, ethical behavior, personal responsibility, flexibility, and respect for confidentiality.**

CTE-BUS.912.8203310.2.5

Follow accepted rules, regulations, policies and workplace safety.

**CTE-BUS.912.8203310.4 - Apply mathematical operations and processes as well as financial planning strategies to commonly occurring personal and business situations.**

**Apply mathematical operations and processes as well as financial planning strategies to commonly occurring personal and business situations.**

CTE-BUS.912.8203310.4.1

Develop an awareness of effective credit management.

CTE-BUS.912.8203310.4.2

Prepare and analyze a personal budget.

**CTE-BUS.912.8203310.5 - Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.**

Assess personal strengths and weaknesses as they relate to job objectives, career exploration, personal development, and life goals.

**CTE-BUS.912.8203310.5.1**

Analyze job and career requirements and relate career interests to opportunities in accounting occupations in the global economy.

**CTE-BUS.912.8203310.6 - Apply accounting principles and concepts to the performance of accounting activities.**

Apply accounting principles and concepts to the performance of accounting activities.

**CTE-BUS.912.8203310.6.1**

Demonstrate the application of the full accounting cycle (including chart of accounts, use of t accounts, journalizing business transactions, posting of journal entries, preparation of trial balance, journalizing and posting of adjusting entries, journalizing and posting of post-closing entries, and preparation of an income statement, statement of owner's equity, and balance sheet).

**CTE-BUS.912.8203310.6.2**

Use source documents to prepare and analyze transactions (including invoices, cash receipts, sales slips, credit memos, vendor statements, purchase orders, and packing slips).

**CTE-BUS.912.8203310.6.2**

Demonstrate proficiency in cash control procedures (including bank deposits, electronic fund transfers, all credit and debit transactions, bank reconciliations, proof of cash, petty cash, and journal entries related to all banking activities).

**CTE-BUS.912.8203310.6.2**

Understand the purpose of financial accounting and the users of financial information.

**CTE-BUS.912.8203310.6.2**

Demonstrate proficiency in cash control procedures (including bank deposits, electronic fund transfers, all credit and debit transactions, bank reconciliations, proof of cash, petty cash, and journal entries related to all banking activities).

**CTE-BUS.912.8203310.6.2**

Analyze transactions for accuracy and prepare appropriate correcting entries.

**CTE-BUS.912.8203310.6.2**

Use payroll records to prepare and analyze transactions (including maintaining payroll records to include employee time processing procedures, payroll checks, a payroll register, employee earnings record, employer payroll taxes (to include tax forms and all associated journal entries).

**CTE-BUS.912.8203310.6.3**

Use source documents to prepare and analyze transactions (including invoices, cash receipts, sales slips, credit memos, vendor statements, purchase orders, and packing slips).

CTE-BUS.912.8203310.6.4

Use payroll records to prepare and analyze transactions (including maintaining payroll records to include employee time processing procedures, payroll checks, a payroll register, employee earnings record, employer payroll taxes (to include tax forms and all associated journal entries).

CTE-BUS.912.8203310.6.5

Analyze transactions for accuracy and prepare appropriate correcting entries.

CTE-BUS.912.8203310.6.6

Understand the purpose of financial accounting and the users of financial information.

CTE-BUS.912.8203310.7 - Apply accounting principles and concepts using appropriate technology.

Exhibit successful finance career skills.

CTE-BUS.912.8203310.7.1

Build and maintain a portfolio reflecting experiences and skills gained during the course of study.

CTE-BUS.912.8203310.7.2

Demonstrate understanding of proper business etiquette related to finance careers. (i.e., introductions, phone etiquette, dining, networking, marketing, online services and community service).

CTE-BUS.912.8203310.7.3

Complete a work-based simulation.

CTE-FIN.912.8203310.8 -

Exhibit customer service skills.

Exhibit customer service skills.

CTE-FIN.912.8203310.8.1

Listen and identify customer's needs and concerns.

CTE-FIN.912.8203310.8.2

Model appropriate ways to problem solve with customers in various situations.

CTE-FIN.912.8203310.8.3

Model proper business etiquette (including introductions, phone etiquette, dining, networking, marketing, online services and community service).

CTE-FIN.912.8203310.8.4

Develop a personal and work ethic (including punctuality, use of company's technology, and loyalty to company, distinction between personal and business tasks).

CTE-FIN.912.8203310.8.5

Develop and articulate a personal and business code of ethical behavior.

CTE-FIN.912.8203310.9 -

Apply accounting principles and concepts using appropriate technology.

Apply accounting principles and concepts using appropriate technology.

CTE-FIN.912.8203310.9.1

Identify and use communication technology in an accounting environment such as word processing and email.

CTE-FIN.912.8203310.9.2

Demonstrate proficiency in the use of spreadsheet and accounting software to maintain accounting records to include creating and manipulating both data and formulas, formatting data, securing data and presenting results visually (including charts and graphs).

## Related CTE Program

### **0252080110:** Finance

This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. The use of computers and appropriate software is required.

### **0552070110:** Business Management and Analysis

This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. The use of computers and appropriate software is required.

### **0252080111:** Global Finance

This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. The use of computers and appropriate software is required.

### **0552110110:** International Business

This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. The use of computers and appropriate software is required.

### **0552030220:** Accounting Applications

This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. The use of computers and appropriate software is required.

### **0552030220:** Accounting Applications

This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. The use of computers and appropriate software is required.

### **0252080111:** Global Finance

This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. The use of computers and appropriate software is required.

## **State Adopted Instructional Materials**

[Author(s)], ([Copyright]), [Title] ([Edition] ed.), [Publisher].

## **CPALMS Educational Resources**

Click [HERE](#) to access more than [XXXX] CPALMS-approved educational resources aligned to the standards and benchmarks in this CTE program.