

Curriculum Crosswalk

Computerized Accounting II 2004

Course to:

Business Management and Administration Career Cluster

Finance Career Cluster

LAP Instructional Support Materials

Produced by:

MBA *Research*

and Curriculum Center

Curriculum-Planning Levels

Each performance indicator was assigned to one of six curriculum-planning levels: prerequisite, career-sustaining, specialist, supervisor, manager, and owner. These levels represented a continuum of instruction ranging from simple to complex and can serve as building blocks for curriculum development in that students should know and be able to perform the skills and knowledge at one level before tackling more complex ones at the next level. These levels can also be used as the basis for developing an unduplicated sequence of instruction for articulation between high school and postsecondary marketing courses. The six curriculum-planning levels are defined as:

1. **Prerequisite (PQ)** Content develops employability and job-survival skills and concepts, including work ethics, personal appearance, and general business behavior.
2. **Career-Sustaining (CS)** Content develops skills and knowledge needed for continued employment in or study of marketing based on the application of basic academics and marketing skills.
3. **Specialist (SP)** Content provides in-depth, solid understanding and skill development in all marketing functions.
4. **Supervisor (SU)** Content provides the same in-depth, solid understanding and skill development in all marketing functions as in the marketing-specialist curriculum, and in addition, incorporates content that addresses the supervision of people.
5. **Manager (MN)** Content develops strategic decision-making skills in all marketing functions needed to manage a business or department within an organization.
6. **Owner (ON)** Content develops strategic decision-making skills in all aspects of marketing that are needed to own and operate a business.

Comp # Obj #	Unit Titles/Competency and Objective Statements (The Learner will be able to:)	MBA Research LAPs	Career Cluster Performance Indicators
A.	REVIEW THE ACCOUNTING CYCLE		
CX001.	Journalize and post business transactions in journals and ledgers and prepare appropriate financial statements using manual and electronic methods.		
CX01.01	Journalize and post business transactions.		Demonstrate the effects of transactions on the accounting equation (CS) Explain the nature of special journals (CS) Record transactions in special journals (CS) Post journal entries to general ledger accounts (CS)
CX01.02	Prepare end-of-fiscal period financial statements from a worksheet.	FI LAP 4: Watch Your Bottom Line (Income Statements)	Describe the nature of income statements (SP) Prepare a trial balance (CS) Journalize and post adjusting entries (CS) Prepare work sheets (SP) Process inventory adjustments (CS) Prepare income statements (MN) Prepare a statement of partners' equities (MN) Explain the nature of balance sheets (FI:093) (SP) Prepare balance sheets (MN) Prepare a balance sheet for a partnership (MN)
CX01.03	Journalize and post adjusting and closing entries.		Journalize and post adjusting entries (CS) Journalize and post closing entries (CS) Prepare a post-closing trial balance (CS)
B.	PAYROLL AND BANKING PROCEDURES		
CX002.	Journalize and post transactions relating to basic banking activities using manual and electronic methods.		
CX02.01	Journalize and post transactions resulting from reconciliation of a bank statement.		Read and reconcile bank statements (PQ) Journalize/post entries related to banking activities (CS)
CX02.02	Establish and maintain a petty cash fund and record related journal entries.		Journalize/post entries to establish and replenish petty cash (CS)
CX02.03	Convert an amount of foreign currency into the equivalent US dollar value and explain the impact of changes in foreign exchange rates.		Describe the determination of exchange rates and their effects on the domestic economy (SP) Compute key banking calculations (e.g. interest, annual percentage rate, exchange rates, etc.) (SP)

CX003.	Perform activities used in a payroll system using manual and electronic methods.		
CX03.01	Compute wages using different methods (hourly, salary, and commission), complete a payroll register, and prepare an employee earnings record.		Calculate time cards (CS) Maintain employee earnings records (CS) Calculate employee earnings (e.g., gross earnings, net pay) (SP) Calculate employee-paid withholdings (SP) Prepare a payroll register (SP)
CX03.02	Journalize and post transactions relating to payroll.		Record the payroll in the general journal (SP)
CX03.03	Complete appropriate forms relating to payroll (W2, W3, W4, 941, 940, 1040)		Complete payroll tax expense forms (SP) Prepare federal, state, and local payroll tax reports (SP)
C.	ACCOUNTING FOR DIFFERENT TYPES OF OWNERSHIP		
CX004.	Apply accounting concepts, practices, and procedures for a departmentalized merchandising business organized as a partnership using manual and electronic methods.		
CX04.01	Journalize and post departmental purchases, purchases returns and allowances, and cash payments.		Explain the nature of special journals (CS) Record transactions in special journals (CS) Explain the nature of accounts payable (CS) Analyze purchase transactions (CS) Post to an accounts payable subsidiary ledger (CS) Prepare a credit memorandum for returned goods (CS) Process accounts payable checks (CS)
CX04.02	Journalize and post departmental sales, sales returns and allowances, and cash receipts.		Explain the nature of accounts receivable (CS) Analyze sales transactions (CS) Post to an accounts receivable subsidiary ledger (CS) Process sales orders and invoices (CS) Process sales returns and allowances (CS) Process customer payments (CS)
CX04.03	Prepare interim and end-of-fiscal period work for a departmentalized business.	FI LAP 4: Watch Your Bottom Line (Income Statements)	Describe the nature of income statements (SP) Calculate the cost of goods sold (SP) Process inventory adjustments (CS) Process uncollectible accounts (CS) Determine uncollectible accounts receivable (MN) Prepare depreciation schedules (SP) Prepare work sheets (SP) Explain the nature of balance sheets (SP) Prepare a balance sheet for a partnership (MN) Prepare income statements (MN) Prepare an accounts payable schedule (SP) Prepare an accounts receivable schedule (SP)

CX005.	Apply accounting concepts, practices, and procedures for a corporation using manual and electronic methods.		
CX05.01	Review concepts and procedures for the formation and operation of a corporation and journalize related transactions.	BA LAP 9: Taking Care of Business (Business Ownership Selection) QS LAP 34: Stock Up for the Future (Nature of Stocks)	Select form of business ownership (ON) Explain the nature of stocks (SP) Analyze the articles of incorporation needed to start a corporation (MN) Discuss the issuance of stock from a corporation (SP) Explain methods to account for the issuance of stock (MN)
CX05.02	Journalize and post capital stock, treasury stock, and bonds payable transactions.		Compute the number of shares of common stock to be issued on the conversion of convertible preferred stock (MN) Calculate the cost of preferred stock (MN) Discuss the cost of common stock (SP) Calculate the cost of common stock (MN) Explain the nature of bonds (SP) Discuss the nature of corporate bonds (SP) Discuss the cost of long-term debt (SP) Determine the cost of long-term debt (MN)
CX05.03	Compute and journalize dividends and equity for a corporation.		Explain the nature of dividends (SP) Explain forms of dividends (SP) Compute dividends payable on stock (MN)
CX05.04	Perform end-of-fiscal period closing activities: adjusting and closing entries, financial statements, and analysis of financial data.	FI LAP 4: Watch Your Bottom Line (Income Statements)	Describe the nature of income statements (SP) Complete a worksheet for a corporation (MN) Explain the nature of balance sheets (FI:093) (SP) Prepare a balance sheet for a corporation (MN) Prepare an income statement for a corporation (MN) Prepare a statement of equity and retained earnings for a corporation (MN) Calculate financial ratios (MN)

CROSSWALK CONTINUED ON NEXT PAGE

D.	ACCOUNTING ADJUSTMENTS AND INVENTORY CONTROL SYSTEMS		
CX006.	Apply accounting concepts, practices, and procedures for accounting adjustments using manual and electronic methods.		
CX06.01	Compute and journalize depreciation (using straight-line, declining balance, sum-of-the-years, units of production) and gains and losses on disposal of plant assets.		Discuss the nature of depreciation (SP) Prepare depreciation schedules (SP) Determine the book value of a plant asset (SP) Record the disposition of assets (SP)
CX06.02	Define natural resources and intangible assets and account for their acquisition, amortization/depletion, and disposal.		Account for intangible assets (MN)
CX06.03	Compute and journalize property taxes.		
CX06.04	Compute and journalize transactions for uncollectible accounts.		Process uncollectible accounts (CS) Determine uncollectible accounts receivable (MN)
CX06.05	Compute and journalize transactions relating to notes receivable and notes payable.		Process notes payable and receivable (SP)
CX06.06	Journalize adjustments for prepaid expenses, unearned revenue, accrued expenses and revenues, closing, and reversing entries.		
CX06.07	Compute and analyze accounts receivable and merchandise inventory turnover rates.		Maintain a customer file for accounts receivable (CS) Analyze sales transactions (CS) Post to an accounts receivable subsidiary ledger (CS) Process sales orders and invoices (CS) Process sales returns and allowances (CS) Process customer payments (CS) Prepare customer statements (CS) Process uncollectible accounts (CS) Prepare an accounts receivable schedule (SP)
CX007.	Apply accounting concepts, practices, and procedures for inventory control systems using manual and electronic methods.		
CX07.01	Compute the cost of merchandise inventory using the FIFO and LIFO methods.		Determine the cost of inventory (SP)
CX07.02	Compute the cost of merchandise inventory using the weighted average, gross profit, and retail methods.		Determine the cost of inventory (SP)

E.	COST ACCOUNTING		
CX008.	Apply accounting concepts, practices, and procedures related to cost accounting using manual and electronic methods.		
CX08.01	Journalize cost accounting transactions and prepare financial statements for a merchandising business.	FI LAP 4: Watch Your Bottom Line (Income Statements)	Describe the nature of income statements (SP) Prepare work sheets (SP) Prepare income statements (MN)
CX08.02	Complete cost records, job order costing and process order costing, journalize cost transactions, and prepare financial statements for a manufacturing business.	FI LAP 4: Watch Your Bottom Line (Income Statements)	Describe the nature of income statements (SP) Discuss cost accounting systems (e.g., job order costing, process costing, activity-based costing [ABC], project costing, etc.) (SP) Maintain job order cost sheets (SP) Compute overhead rates (SP) Calculate the cost of goods sold (SP) Prepare cost of production reports (MN) Prepare work sheets (SP) Prepare income statements (MN) Prepare a statement of equity and retained earnings (MN) Explain the nature of balance sheets (FI:093) (SP) Prepare balance sheets (MN)
F.	BUDGETING SYSTEMS/MANAGEMENT DECISIONS		
CX009	Apply accounting concepts, practices, and procedures related to budgeting using manual and electronic methods.		
CX09.01	Explain and compare the behavior of fixed, variable, and mixed costs.		Explain the nature of managerial cost accounting (e.g., activities, costs, cost drivers, etc.) (SP)
CX09.02	Create cash budgets for revenue and expenditures.		Prepare a cash budget (MN)
CX09.03	Calculate the contribution margin and prepare a contribution income statement.		
CX09.04	Compute the break-even point in sales volume and sales units.	PI LAP 4: Tipping Point (Calculating Break-Even)	Calculate break-even point (MN)
CX09.05	Determine the effect of changes in net income from volume changes, cost changes, and unit price changes.		Conduct cost-volume-profit analysis (MN)

G.	EMPLOYABILITY SKILLS		
CX010.	Demonstrate necessary skills and techniques to be used in seeking employment in the field of accounting using manual and electronic methods.		
CX10.01	Research accounting positions and sources of information useful in securing an accounting position.		<p>Discuss the role and responsibilities of certified public accountants (CPAs) (SP)</p> <p>Describe the role and responsibilities of general ledger accountants (SP)</p> <p>Explain the role and responsibilities of management accountants (SP)</p> <p>Discuss the role and responsibilities of auditors (SP)</p> <p>Discuss the role and responsibilities of government accountants (SP)</p> <p>Explain the role and responsibilities of international accountants (SP)</p> <p>Discuss the role and responsibilities of forensic accountants (SP)</p> <p>Discuss the role and responsibilities of senior management in accounting (SP)</p> <p>Discuss professional designations for accountants (e.g., CPA, CMA, ABA, etc.) (SP)</p> <p>Identify sources of career information (CS)</p>
CX10.02	Exhibit appropriate interviewing skills, prepare an updated résumé, and exhibit effective leadership skills necessary for cooperative and productive work relations.	PD LAP 5: Brand ME! (Personal Appearance) QS LAP 27: Follow Me! (Concept of Leadership) (update 2009)	<p>Maintain appropriate personal appearance (PQ)</p> <p>Explain the concept of leadership (CS)</p> <p>Interview for a job (PQ)</p>
CX10.03	Define ethics and exhibit ethical decision-making.	EI LAP 4: Work Right (Ethical Work Habits) QS LAP 8: Do the Right Thing (Ethical Work Habits)—short version	<p>Demonstrate ethical work habits (PQ)</p> <p>Discuss the role of ethics in accounting (SP)</p>
CX10.04	Demonstrate proper use of an automated accounting system using electronic spreadsheets.		<p>Demonstrate basic spreadsheet applications (PQ)</p> <p>Demonstrate financial analysis applications (SP)</p>