# Accounting, Advanced

## 6321 36 weeks

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Acknowledgments

The components of this instructional framework were developed by the following curriculum development panelists:

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George R. Willcox, Director, Operations and Accountability

Office of Career, Technical, and Adult Education
Virginia Department of Education
Course Description

Suggested Grade Level: 11 or 12
Prerequisites: 6320

Advanced Accounting students gain knowledge of advanced accounting principles, procedures, and techniques used to solve business problems and make financial decisions. Students work in a technology-integrated environment, using accounting and spreadsheet software to analyze, synthesize, evaluate, and interpret business financial data related to inventory, fixed assets, notes/accounts payable and receivable, implementation of a partnership and a corporation, and other specialized accounting systems. Using authentic workplace scenarios that reflect current industry trends and standards, students analyze financial data and acquire knowledge of business ethics.

Task Essentials Table

- Tasks/competencies designated by plus icons (⊕) in the left-hand column(s) are essential
- Tasks/competencies designated by empty-circle icons (⊙) are optional
- Tasks/competencies designated by minus icons (⊖) are omitted
- Tasks marked with an asterisk (*) are sensitive.

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<td>Perform accounting procedures, using spreadsheet or accounting software.</td>
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<td>Record transactions, using a perpetual and periodic inventory system.</td>
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<td>⊕</td>
<td>Determine the cost of merchandise inventory, using current costing methods.</td>
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<td>Prepare a multiple-step income statement.</td>
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<td>Calculate inventory turnover ratios.</td>
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<td>Analyze obsolete, damaged, or slow-moving inventory.</td>
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<td>Identify security considerations related to inventory.</td>
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**Understanding Accounting Concepts for Inventory**

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<td>Calculate the cost of fixed assets.</td>
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<td>Compare the methods of calculating depreciation.</td>
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<td>Record the depreciation of plant assets.</td>
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<td>Record the sale, trade-in, and disposal of plant assets.</td>
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**Analyzing Notes/Accounts Payable and Receivable**

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<td>Identify notes payable and notes receivable activities.</td>
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<td>Calculate notes payable and notes receivable activities.</td>
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<td>Journalize entries for issuing and collecting a note.</td>
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<td>Describe the relationship between the Bad Debts Expense Account and Allowance for Doubtful Accounts when recording bad debts.</td>
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<td>Record for doubtful accounts receivable.</td>
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<td>Record adjustments for accrued and deferred income.</td>
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**Exploring Specialized Accounting Systems**

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<td>Examine procedures for decentralized (e.g., departmental or branch) accounting systems.</td>
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<td>Perform budgetary planning and review and other financing activities.</td>
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<td>Identify procedures for manufacturing accounting.</td>
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### Implementing Accounting for a Partnership

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<td>Identify the components of a partnership agreement.</td>
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<td>☑</td>
<td>Record the entry for formation of a partnership.</td>
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<td>Perform end-of-period activities for a partnership.</td>
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<td>Record the admittance of a new partner and the withdrawal of a partner.</td>
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<td>☑</td>
<td>Record the dissolution of a partnership.</td>
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### Implementing Accounting for a Corporation

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<td>Distinguish the characteristics, advantages, and disadvantages of a corporation.</td>
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<td>Record entries for issuing stock.</td>
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<td>Perform end-of-period activities for a corporation.</td>
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<td>Prepare a Statement of Retained Earnings.</td>
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<td>Record the calculation for dividend distribution.</td>
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### Analyzing Financial Data

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<td>Assess the financial strength of a business and its effect on the business, industry, and economy.</td>
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<td>78</td>
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<td>Assess the value of a company’s intangible assets.</td>
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<td>79</td>
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<td>Interpret reports to provide data for recommendations or presentations to management.</td>
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<td>80</td>
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<td>Analyze cash-flow statements.</td>
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<td>Perform a trend analysis, using vertical and horizontal analysis.</td>
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<td>Utilize financial statements for financial management suggestions.</td>
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### Understanding Business Ethics
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<td><strong>83</strong></td>
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<td>Investigate the role of accounting standards boards in the accounting profession.</td>
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<td><strong>84</strong></td>
<td>🔄</td>
<td>Research state and national organizations and laws that govern the accounting profession.</td>
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<td><strong>85</strong></td>
<td>🔄</td>
<td>Research instances of unethical accountancy activities, including possible consequences to individuals and the economy.</td>
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<td><strong>86</strong></td>
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<td>Identify desirable traits of professionals in the accounting field.</td>
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<td><strong>87</strong></td>
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<td>Identify ethical considerations for accounting professionals.</td>
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<td><strong>88</strong></td>
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<td>Describe the process and requirements for obtaining industry certifications and/or taking CLEP examinations related to the Accounting, Advanced course.</td>
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<td>Identify testing skills/strategies for a certification and/or CLEP examination.</td>
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<td>Demonstrate the ability to complete selected practice examinations (e.g., practice questions similar to those on certification or CLEP exams).</td>
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<tr>
<td><strong>91</strong></td>
<td>〇</td>
<td>Complete an industry certification or CLEP examination representative of skills learned in this course (e.g., CLEP).</td>
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<td><strong>92</strong></td>
<td>🔄</td>
<td>Differentiate between government, public, and private accounting.</td>
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<td><strong>93</strong></td>
<td>🔄</td>
<td>Investigate accounting and financial certification and designations.</td>
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<td><strong>94</strong></td>
<td>🔄</td>
<td>Investigate accounting careers.</td>
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<td>Update a résumé in a format suitable for online posting.</td>
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<td><strong>96</strong></td>
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<td>Complete a job application process.</td>
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<td>Participate in a mock interview.</td>
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<td>Compose a letter of resignation.</td>
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<td><strong>99</strong></td>
<td>〇</td>
<td>Update a portfolio containing representative samples of student work.</td>
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</table>
Maintain a professional online presence.

Curriculum Framework

Using Technology to Implement Accounting Procedures

Task Number 39

Perform accounting procedures, using spreadsheet or accounting software.

Definition

Performance should include producing financial statements and generating supporting documents, such as purchase requisitions and invoices.

FBLA Competitive Events and Activities Areas

Accounting I
Accounting II
Banking and Financial Systems
Business Financial Plan
Business Plan

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Global Business
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Introduction to Financial Math
Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Personal Finance

Securities and Investments

Spreadsheet Applications

NBEA Achievement Standards for Accounting

Apply information technology to conduct financial analysis.

Describe the impact of technology on the accounting process.

Task Number 40

Create computer-generated reports.

Definition

Creation of reports should include computer-generated tables, charts, or graphs for financial statements, cash-flow reports, component estimations, and estimated gross profit reports.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Business Financial Plan

Business Plan

Computer Applications

Database Design & Applications

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Global Business
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Introduction to Financial Math

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Personal Finance

Securities and Investments

Spreadsheet Applications

NBEA Achievement Standards for Accounting

Describe the impact of technology on the accounting process.

---

Task Number 41

Apply technology used in the accounting profession.

Definition

Application of technology may include the use of

- accounting software
- cloud computing
- digital input alternatives
- spreadsheet software
- data visualization
- flowcharting software
- database applications
- optical character recognition (e.g., for uploading data, scanning invoices)
- electronic transactions.

FBLA Competitive Events and Activities Areas

Accounting I
Accounting II

Banking and Financial Systems

Business Financial Plan

Business Plan

Computer Applications

Database Design & Applications

Entrepreneurship
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Global Business
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Introduction to Financial Math

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Personal Finance

Securities and Investments

Spreadsheet Applications

NBEA Achievement Standards for Accounting

Describe the impact of technology on the accounting process.

Understanding Accounting Concepts for Inventory

Task Number 42
Explain the differences between a perpetual inventory system and a periodic inventory system.

**Definition**

Explanation should include the following facts:

- In a perpetual system, there is a continuous record of merchandise inventory on hand and the cost of goods sold.
- In a periodic system, items of merchandise inventory on hand are counted, weighed, or measured periodically.
- In a perpetual system, the Merchandise Inventory Account and Cost of Goods Sold Account are actual accounts that show the movement of inventory and are updated with every transaction.
- In a periodic system, there is less inventory tracking and control because the inventory record is not updated constantly and costs are assigned to the ending inventory, directly affecting the company’s cost of goods sold and gross profit.

Students should also explore the effects of a just-in-time production schedule in which suppliers deliver materials and parts at the moment they are needed. Just-in-time eliminates costly inventories.

**FBLA Competitive Events and Activities Areas**

**Accounting I**

**Accounting II**

**Banking and Financial Systems**

**Business Financial Plan**

**Business Plan**

**Computer Applications**

**Entrepreneurship**

The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

**Global Business**

The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

**Introduction to Financial Math**

**Management Decision Making**
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

**Personal Finance**

Securities and Investments

Spreadsheet Applications

**NBEA Achievement Standards for Accounting**

Explain the difference between the periodic and perpetual inventory methods.

---

**Task Number 43**

**Record transactions, using a perpetual and periodic inventory system.**

**Definition**

Recording should include

- using a Merchandise Inventory Account as an asset account that represents the current balance of inventory
- using a Cost of Goods Sold Account.

**FBLA Competitive Events and Activities Areas**

Accounting I

Accounting II

Banking and Financial Systems

Introduction to Financial Math

**Management Decision Making**

The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications
NBEA Achievement Standards for Accounting

Determine the cost of inventory for merchandising and manufacturing businesses and apply appropriate valuation methods.

Determine the costs of property, plant and equipment, natural resources, and intangible assets.

Explain the difference between the periodic and perpetual inventory methods.

Task Number 44

Determine the cost of merchandise inventory, using current costing methods.

Definition

Determination should include

- describing and comparing common inventory costing methods, such as first in, first out (FIFO); last in, first out (LIFO); and weighted average, as well as industry trends in inventory costing
- explaining how an inventory item can be assigned different costs depending on the costing method used
- explaining the reasons for using each costing method and how to decide which method to use for a given inventory
- calculating the cost of a sample merchandise inventory, using each method.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Introduction to Financial Math

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications
NBEA Achievement Standards for Accounting

Determine the cost of inventory for merchandising and manufacturing businesses and apply appropriate valuation methods.

Explain the difference between the periodic and perpetual inventory methods.

Task Number 45

Prepare a multiple-step income statement.

Definition

Preparation of an income statement should include a detailed computation of

- retained earnings
- net sales
- gross profit
- income from operations
- net income.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Introduction to Financial Math

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

Task Number 46
Calculate inventory turnover ratios.

Definition

Calculation should include

- determining days in inventory
- determining inventory turnover
- dividing the cost of merchandise sold by the average merchandise inventory.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Introduction to Financial Math

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

NBEA Achievement Standards for Accounting

Determine the cost of inventory for merchandising and manufacturing businesses and apply appropriate valuation methods.

Task Number 47

Analyze obsolete, damaged, or slow-moving inventory.

Definition

Analysis should include the identification and valuation of these classifications of inventory and their effects on net income, using the lower-of-cost-or-market rule.

FBLA Competitive Events and Activities Areas
Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

NBEA Achievement Standards for Accounting

Determine the cost of inventory for merchandising and manufacturing businesses and apply appropriate valuation methods.

Explain the difference between the periodic and perpetual inventory methods.

Task Number 48

Identify security considerations related to inventory.

Definition

Identification should include

- control procedures for access to assets
- segregation of employee and management duties.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Cyber Security

Introduction to Financial Math
Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

NBEA Achievement Standards for Accounting

Identify and apply internal control procedures used to safeguard assets and ensure the integrity of the accounting information system.

Understanding Accounting Concepts for Inventory

Task Number 49

Calculate the cost of fixed assets.

Definition

Calculation should include:

- Property (i.e., surveying the land; attorneys’ and real estate brokers’ fees; title searches; grading, draining, and clearing the land)
- Plant (i.e., architects’ and engineers’ fees, legal fees, building permits, labor, insurance)
- Equipment (i.e., purchase, freight, assembly and/or installation)

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Introduction to Financial Math
Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

NBEA Achievement Standards for Accounting

Determine the costs of property, plant and equipment, natural resources, and intangible assets.

Determine the impact on the financial statements when assets are sold, disposed, or rendered obsolete.

Task Number 50

Compare the methods of calculating depreciation.

Definition

Comparison could include

- determining the decreasing value of assets based on use and age, using the following calculation methods:
  - Straight-line depreciation
  - Double-declining balance depreciation
  - Units-of-production depreciation
  - Modified Accelerated Cost Recovery System (MACRS)
  - Depletion
  - Section 179
- explaining the accompanying effect on income statements.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Introduction to Financial Math
Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

NBEA Achievement Standards for Computation

Calculate average annual depreciation.

Calculate the annual and accumulated depreciation or cost recovery of plant assets (e.g., straight-line, declining balance, Accelerated Cost Recovery System, and IRS methods).

Task Number 51

Record the depreciation of plant assets.

Definition

Recording depreciation should include journalizing the annual depreciation and appropriate partial-year depreciation of each plant asset, using the Accumulated Depreciation Account.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Introduction to Financial Math

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

NBEA Achievement Standards for Accounting

Determine the impact on the financial statements when assets are sold, disposed, or rendered obsolete.
NBEA Achievement Standards for Computation

Calculate average annual depreciation.

Calculate the annual and accumulated depreciation or cost recovery of plant assets (e.g., straight-line, declining balance, Accelerated Cost Recovery System, and IRS methods).

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Task Number 52

Record the sale, trade-in, and disposal of plant assets.

Definition

Recording should include journal entries and a calculated total for book value in fixed assets records.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Introduction to Financial Math

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

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NBEA Achievement Standards for Accounting

Determine the costs of property, plant and equipment, natural resources, and intangible assets.

Determine the impact on the financial statements when assets are sold, disposed, or rendered obsolete.
Analyzing Notes/Accounts Payable and Receivable

Task Number 53

Identify notes payable and notes receivable activities.

Definition

Identification should include

- checking authorized signatures for notes
- classifying notes from long-term to current
- defining maturity and discounts.

FBLA Competitive Events and Activities Areas

Accounting I

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Banking and Financial Systems

Introduction to Financial Math

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

NBEA Achievement Standards for Accounting

Calculate the cost of borrowed funds and determine the impact on the financial statements.

Record transactions for accounts payable and other short-term debt.

NBEA Achievement Standards for Computation
Task Number 54

Calculate notes payable and notes receivable activities.

Definition

Calculation should include

- computing the maturity date of promissory notes by exact days and by number of months
- computing simple and compound interest
- paying off and collecting notes that accrue interest.

FBLA Competitive Events and Activities Areas

Accounting I

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Banking and Financial Systems

Introduction to Financial Math

Management Decision Making

The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

Task Number 55

Journalize entries for issuing and collecting a note.

Definition

Journalizing should include

- recording the renewal of a note
- dishonoring a note
- making or receiving payment on a note
• exchanging a note for equipment.

FBLA Competitive Events and Activities Areas

Accounting I

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Banking and Financial Systems

Introduction to Financial Math

Spreadsheet Applications

NBEA Achievement Standards for Accounting

Explain the accounting methods used to determine the value of accounts receivable to be reported on the balance sheet and describe the effect on the income statement.

Record transactions for accounts receivable, including uncollectible accounts, write-offs, and recoveries.

NBEA Achievement Standards for Computation

Calculate bank discount and proceeds on a discounted note.

Task Number 56

Describe the relationship between the Bad Debts Expense Account and Allowance for Doubtful Accounts when recording bad debts.

Definition

Description of the relationship should include the following:

• Bad Debts Expense Account—an operating expense account that estimates the amount of credit sales or receivable balance unlikely to be collected during a given time period
• Allowance for Doubtful Accounts—a contra-asset account that accumulates the expected future amount of bad debts as of a given date; it normally has a credit balance and offsets the Accounts Receivable Account

FBLA Competitive Events and Activities Areas

Accounting I

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Management Decision Making

The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

Task Number 57

Record for doubtful accounts receivable.

Definition

Recording should include application of

• the direct write-off method
• the allowance for doubtful accounts method
• the aging of accounts receivable method.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Introduction to Financial Math

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

NBEA Achievement Standards for Accounting

Explain the accounting methods used to determine the value of accounts receivable to be reported on the balance sheet and describe the effect on the income statement.

Task Number 58

Describe the purpose of aging accounts receivable.

Definition

Description should include

- classification of each receivable by how long it is past due (typically in 30-day increments)
- estimation of the percent of each uncollectible class
- use of percentage calculations in the calculation of uncollectible accounts.

FBLA Competitive Events and Activities Areas

Accounting I

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Banking and Financial Systems

Introduction to Financial Math

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

Task Number 59
Prepare an aging of accounts receivable report.

Definition

Preparation should include listing the names of the customer, the individual balances, and the total balances based on the number of days that the invoice are outstanding or unpaid.

FBLA Competitive Events and Activities Areas

Accounting I
Accounting II
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Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

Task Number 60

Record adjustments for accrued expenses.

Definition

Recording adjustments for accrued expenses should include

- differentiating between cash-basis and accrual-basis accounting
- calculating, recording, and posting an entry for unpaid expenses.

FBLA Competitive Events and Activities Areas

Accounting I
Accounting II
Banking and Financial Systems
Introduction to Financial Math
Spreadsheet Applications

NBEA Achievement Standards for Accounting

Describe the criteria used to determine expense recognition.

Distinguish between expenses and losses.

Distinguish between the accrual basis of accounting and the cash basis of accounting and discuss the impact each has on the financial statements.

Task Number 61

Record adjustments for accrued and deferred income.

Definition

Recording adjustments should include

- differentiating between cash-basis and accrual-basis accounting
- calculating, recording, and posting an entry for income earned but not yet received.

FBLA Competitive Events and Activities Areas

Accounting I

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Banking and Financial Systems

Introduction to Financial Math

Spreadsheet Applications

NBEA Achievement Standards for Accounting

Describe the criteria used to determine revenue recognition.

Distinguish between revenue and gains.
Distinguish between the accrual basis of accounting and the cash basis of accounting and discuss the impact each has on the financial statements.

Record revenue-related transactions.

Exploring Specialized Accounting Systems

Task Number 62

Examine procedures for decentralized (e.g., departmental or branch) accounting systems.

Definition

Examination within companies with decentralized accounting groups should include

- following company policy
- recording departmental activities
- preparing interim statements
- identifying decentralization based on location (i.e., domestic and global).

FBLA Competitive Events and Activities Areas

Accounting I

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Banking and Financial Systems

Introduction to Financial Math

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications
NBEA Achievement Standards for Accounting

Assess the financial condition and operating results of a company and analyze and interpret financial statements and information to make informed business decisions.

Explain how the different types of business operations are reflected in the financial statements.

Task Number 63

Perform budgetary planning and review and other financing activities.

Definition

Performing budgetary planning and review should include

- distinguishing among operating, financing, and investing activities
- declaring short-term and long-term budgetary goals
- examining historical/incremental budgeting and zero-based budgeting
- reviewing progress toward those goals in a systematic manner
- comparing budgeted amounts to actual amounts spent and analyzing variances
- comparing of prior year data and current year data, with identification and interpretation of changes.

FBLA Competitive Events and Activities Areas

Accounting I

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Introduction to Financial Math

Management Decision Making

The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.
Spreadsheet Applications

NBEA Achievement Standards for Accounting

Assess the financial condition and operating results of a company and analyze and interpret financial statements and information to make informed business decisions.

Perform a horizontal and vertical analysis of the income statement and balance sheet.

Task Number 64

Identify procedures for manufacturing accounting.

Definition

Identification should include

- listing accounting procedures specific to the manufacturing industry
- explaining how these procedures differ from those used for the merchandising industry.

FBLA Competitive Events and Activities Areas

Accounting I

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Banking and Financial Systems

Business Financial Plan

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Introduction to Financial Math

Management Decision Making

The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Accounting

Explain and compare the behavior of fixed, variable, and mixed costs.
Explain how to use activity-based costing and why it is used.

Explain the accounting methods used to determine the value of accounts receivable to be reported on the balance sheet and describe the effect on the income statement.

Explain the purpose of cost allocation.

Identify and describe generally accepted accounting principles (GAAP), and explain how the application of GAAP impacts the recording of financial transactions and the preparation of financial statements.

Identify and describe the cost flow assumptions for inventory and explain the impact on the balance sheet and income statement.

Implementing Accounting for a Partnership

Task Number 65

Identify the components of a partnership agreement.

Definition

Identification should include the

- details included in an Article of Partnership
- investment made and percentage of ownership for each partner
- expected duration of the partnership
- method of distributing earnings
- method for distributing assets upon dissolution of the partnership.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems
Describe the different forms of business ownership and the advantages and disadvantages of each form.

Explain how the different forms of business ownership are reported in the financial statements.

Identify the different types of business operations.

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**Task Number 66**

**Record the entry for formation of a partnership.**

**Definition**

Recording should include the

- initial investments made by the owners (partners)
- withdrawal of cash by a partner
- withdrawal of merchandise by a partner.

**FBLA Competitive Events and Activities Areas**

**Accounting I**

**Accounting II**

**Banking and Financial Systems**

**Business Financial Plan**
Business Law

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Introduction to Financial Math

Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Spreadsheet Applications

Task Number 67

Perform end-of-period activities for a partnership.

Definition
Performance should include preparation of

- a worksheet
- a trial balance
- adjusting entries
- closing entries
- a post-closing trial balance
- a Statement of Partners’ Equity for inclusion on the balance sheet
- a Statement of Corporate Owner’s Equity, if appropriate
- other financial statements (e.g., retained earnings, cash flow, balance sheet, income statement).

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

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Business Law

Introduction to Financial Math

Spreadsheet Applications
NBEA Achievement Standards for Accounting

Develop an understanding and working knowledge of an annual report and financial statements.

Identify and describe generally accepted accounting principles (GAAP), and explain how the application of GAAP impacts the recording of financial transactions and the preparation of financial statements.

Identify and explain the business activities reported in a statement of cash flows (operating, investing, financing).

Identify sources for obtaining financial reports.

Identify the classifications in an income statement and explain their relationship to each other (revenue, expense, gains, losses).

Record equity-related transactions.

Task Number 68

Record the distribution of earnings.

Definition

Recording should include

- dividing the net income or net loss among the partners, according to the partnership agreement
- documenting the information on a Distribution of Net Income Statement.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Business Law
Introduction to Financial Math

Spreadsheet Applications

NBEA Achievement Standards for Accounting

Explain how operating results, capital contributions, and distribution of earnings affect equity for the various types of ownership structures.

Record equity-related transactions.

Record revenue-related transactions.

Task Number 69

Record the admittance of a new partner and the withdrawal of a partner.

Definition

Recording should include:

- Admittance—the purchase of an equity interest or the making of an investment in the business
- Withdrawal—adjustment of assets to their fair market value

FBLA Competitive Events and Activities Areas

Accounting I

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Spreadsheet Applications
Task Number 70

Record the dissolution of a partnership.

Definition

Recording should include

- calculating the equity of the partners
- recording related journal entries, including
  - gains or losses from the sale of non-cash assets added or deducted from the capital accounts of the partners
  - payments to creditors
  - distribution of the remaining cash to the partners, based on the final balance in the partners’ accounts.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Business Law

Introduction to Financial Math

Spreadsheet Applications

NBEA Achievement Standards for Accounting

Explain how operating results, capital contributions, and distribution of earnings affect equity for the various types of ownership structures.

Explain how the different forms of business ownership are reported in the financial statements.

Explain how the different types of business operations are reflected in the financial statements.

Record equity-related transactions.
Implementing Accounting for a Corporation

Task Number 71

Distinguish the characteristics, advantages, and disadvantages of a corporation.

Definition

Distinction should include the

- steps used to form a corporation
- characteristics of the corporate form of organization, including the S corporation
- differences between the responsibilities of a public corporation and those of a private corporation from an accounting perspective
- advantages of the corporate form of organization (e.g., continuity of ownership, ability to raise capital, liability shield)
- disadvantages of the corporate form of organization (e.g., regulation, double taxation of dividends).

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Business Law

Introduction to Business

Introduction to Financial Math

NBEA Achievement Standards for Accounting
Describe the different forms of business ownership and the advantages and disadvantages of each form.

Identify the different types of business operations.

Task Number 72

Identify the differences between preferred stock and common stock.

Definition

Identification should include a differentiation that focuses on:

- Preferred stock guarantees regular dividend payments for a specified time and is therefore less risky.
- Common stock does not guarantee regular dividend payments.
- Preferred stockholders are entitled to assets of a liquidated business before holders of common stock.
- Common stockholders have a vote in the operation of the corporation, while holders of preferred stock do not.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Introduction to Business

Introduction to Financial Math

Securities and Investments

Task Number 73

Record entries for issuing stock.
Definition

Recording should include entries for issuing par value stock, no-par stock, and no-par stock with stated value.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Introduction to Financial Math

Spreadsheet Applications

Task Number 74

Perform end-of-period activities for a corporation.

Definition

Performance should include preparation of

- a worksheet
- a trial balance
- adjusting entries
- closing entries
- a post-closing trial balance
- a Statement of Partners’ Equity for inclusion on the balance sheet
- a Statement of Corporate Owner’s Equity, if appropriate
- other financial statements (e.g., retained earnings, cash flow, balance sheet, income statement).

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems
NBEA Achievement Standards for Accounting

Identify and describe generally accepted accounting principles (GAAP), and explain how the application of GAAP impacts the recording of financial transactions and the preparation of financial statements.

Task Number 75

Prepare a Statement of Retained Earnings.

Definition

Preparation should include calculation of retained earnings to be reported on the balance sheet or on a separate Statement of Retained Earnings.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Introduction to Financial Math

Spreadsheet Applications

Task Number 76

Record the calculation for dividend distribution.

Definition

Recording should include
• a calculation of dividend
• a cash or stock dividend declaration
• a cash or stock dividend distribution
• S corporation distributions
• stock splits
• cumulative and noncumulative preferred stock dividends.

Task performance should also include examining the effects of stock splits and stock dividends on paid-in capital, retained earnings, par value, par value per share, and shares outstanding.

**FBLA Competitive Events and Activities Areas**

**Accounting I**

**Accounting II**

**Banking and Financial Systems**

**Introduction to Financial Math**

**Spreadsheet Applications**

**NBEA Achievement Standards for Accounting**

Describe the methods and criteria used to account for investments and their impact on the financial statements.

Differentiate between stock splits and stock dividends and explain how each affects equity.

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**Analyzing Financial Data**

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**Task Number 77**

Assess the financial strength of a business and its effect on the business, industry, and economy.
Definition

Assessment should use comparative company and industry data to determine the following:

- **Liquidity Ratios**
  - Current Ratio
  - Quick Ratio
  - Working Capital
  - Interest Coverage
- **Asset Management Ratios**
  - Accounts Receivable Turnover
  - Average Collection Ratio
  - Inventory Turnover
  - Asset Turnover
- **Debt Management Ratios**
  - Debt to Total Assets
  - Debt to Stockholders’ Equity
  - Times Interest Earned
  - Interest Coverage Ratio
- **Profitability Ratios**
  - Gross and Net Profit Ratios
  - Return on Sales
  - Rate of Return on Total Assets
  - Return on Equity, Earnings Per Share
  - Price/Earnings Ratio
- **Discontinued Operations**
  - Calculation of Income or Loss, Net of Income Tax
  - Effect of Ratios on Management Decisions
  - Asset Turnover
  - Reporting Gain or Loss on Disposal
  - Adjustments for Obligations and Contingent Liabilities

**FBLA Competitive Events and Activities Areas**

**Accounting I**

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**Introduction to Financial Math**
Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Accounting

Apply differential analysis to make the following types of decisions: make or buy a product; lease or buy an asset; discontinue a department, plant, or product; offer discounted prices on special orders; replace or repair equipment.

Describe how accounting information facilitates management decision-making.

Evaluate company performance by applying standard costing and variance analysis.

Task Number 78
Assess the value of a company’s intangible assets.

Definition

Assessment should include

- identifying the intangible assets (e.g., corporate intellectual property such as patents, trademarks, copyrights, business methodologies; brand recognition; goodwill) as having an identifiable or indefinite useful life
- determining the value of the identified assets
- amortizing the cost of intangible assets with identifiable useful lives on a straight-line basis over their economic or legal life, whichever is shorter
- determining whether the value of intangible assets with indefinite useful lives has been impaired.

FBLA Competitive Events and Activities Areas

Accounting I

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Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Task Number 79

Interpret reports to provide data for recommendations or presentations to management.

Definition
Interpretation should include converting data to appropriate verbal and graphical representations, such as graphs, pie charts, and tables.

FBLA Competitive Events and Activities Areas

Accounting I
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Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Accounting

Apply differential analysis to make the following types of decisions: make or buy a product; lease or buy an asset; discontinue a department, plant, or product; offer discounted prices on special orders; replace or repair equipment.

Describe how accounting information facilitates management decision-making.
Identify and apply appropriate information technology to the accounting system.

Task Number 80

Analyze cash-flow statements.

Definition

Analysis should include analytical financial statements to illustrate

- sources and uses of cash
- changes in affected accounts
- the indirect method of calculation
- identification of types of specific transactions that appear in each of the financing, investing, and operations of the cash flow statement
- the effect of financing, investing, and operations activities on the cash flow statement.

FBLA Competitive Events and Activities Areas

Accounting I

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Management Decision Making

The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Accounting

Analyze cash flow from operating activities to assess profitability and liquidity.

Identify and explain the business activities reported in a statement of cash flows (operating, investing, financing).
Task Number 81

Perform a trend analysis, using vertical and horizontal analysis.

Definition

Performance should include:

- Vertical analysis—calculating the percentage components for balance sheet and income statements
- Horizontal analysis—comparing one period to another or comparing two similar companies

FBLA Competitive Events and Activities Areas

Accounting I
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Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Accounting

Perform a horizontal and vertical analysis of the income statement and balance sheet.

Recognize the primary areas of analysis (trend analysis, profitability, liquidity, capital structure) and explain the information that can be obtained from each type of analysis.

Task Number 82
Utilize financial statements for financial management suggestions.

Definition

Utilization should include

- calculating component percentages, ratios, gross profit margin, and break-even point
- identifying industry ratios
- critiquing the effect of company/industry ratio differences on management practices
- comparing the previous year's data and current year's data with identification and interpretation of changes.

FBLA Competitive Events and Activities Areas

Accounting I
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Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Understanding Business Ethics

Task Number 83

Investigate the role of accounting standards boards in the accounting profession.
Definition

Investigation should include how the following entities are crucial to the development of accounting standards and safeguarding the integrity of the accounting profession:

- Public Company Accounting Oversight Board (PCAOB)
- Financial Accounting Standards Board (FASB)
- American Institute of Certified Public Accountants (AICPA)
- Governmental Accounting Standards Board (GASB)
- Emerging Issues Task Force (EITF)
- U.S. Securities and Exchange Commission (SEC)
- International Accounting Standards Board (IASB)

FBLA Competitive Events and Activities Areas

Accounting I

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Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

Task Number 84

Research state and national organizations and laws that govern the accounting profession.

Definition

Research could include using law and reference materials, trade journals, and the Internet to find

- summaries of important legislation (e.g., Sarbanes-Oxley Act of 2002)
- the standards of professional associations (e.g., the Code of Professional Conduct of the AICPA) that govern the actions and behaviors of professional accountants
- Virginia Society of Certified Public Accountants
- Government Finance Officers Association (GFOA).
FBLA Competitive Events and Activities Areas

Accounting I
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Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Accounting

Describe the ethical and legal implications resulting from the manipulation of financial statements and financial ratios.

NBEA Achievement Standards for Career Development

Demonstrate personal qualities related to employability (e.g., promptness, ability to get along with others, dependability, willingness to ask questions, respect for diversity, and communication skills).

Demonstrate responsible behavior related to employability (e.g., respect for personal property, completion of homework assignments, and communication skills).

Explain the importance of confidentiality, tolerance, and flexibility in interpersonal and group situations.

NBEA Achievement Standards for Communication

Discuss leadership qualities (trustworthiness, ethical behavior, tact, courtesy, and positive attitude) and their importance in one's personal development.
Task Number 85

Research instances of unethical accountancy activities, including possible consequences to individuals and the economy.

Definition

Research should cite examples of unethical accountancy activities and their ramifications, such as

- recording revenue too soon
- recording revenue of questionable quality
- recording bogus revenue
- boosting income with one-time gains
- shifting current expenses to a later or earlier period
- failing to record or improperly reducing liabilities
- shifting current revenue to a later period
- shifting future expenses to the current period as a special charge.

FBLA Competitive Events and Activities Areas

Accounting I

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Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Accounting
Describe the ethical and legal implications resulting from the manipulation of financial statements and financial ratios.

Task Number 86

Identify desirable traits of professionals in the accounting field.

Definition

Identification should include the importance of consistently demonstrating

- adherence to the AICPA’s Code of Professional Conduct
- communication skills, including writing skills
- teamwork skills
- critical-thinking skills
- initiative and resourcefulness
- dependability
- tolerance of and respect for others
- adaptability
- confidentiality
- due diligence.

FBLA Competitive Events and Activities Areas

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Electronic Career Portfolio

Job Interview
Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Career Development

Demonstrate appropriate employer and employee interactions in workplace situations.

Demonstrate appropriate interpersonal skills for working with and for others.

Demonstrate appropriate social skills for the workplace.

Demonstrate personal qualities related to employability (e.g., promptness, ability to get along with others, dependability, willingness to ask questions, respect for diversity, and communication skills).

Demonstrate punctuality, dependability, and ability to work with others.

Demonstrate responsible behavior related to employability (e.g., respect for personal property, completion of homework assignments, and communication skills).

Demonstrate techniques for developing and maintaining positive and flexible behaviors and attitudes.

Task Number 87

Identify ethical considerations for accounting professionals.

Definition

Identification should include the effects on the accountant, company, and economy of breaches of professional conduct, such as the following:

- Copyright infringement
- Inappropriate file-sharing
• Improper use of company time (e.g., making personal telephone calls, writing personal
e-mails, visiting social networking and other websites for personal reasons)
• Use of inside information for personal gain
• Violation of standards found in the AICPA’s Code of Professional Conduct

FBLA Competitive Events and Activities Areas

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Electronic Career Portfolio
Job Interview
Management Decision Making
The topic for this event changes from year to year. The annual topic may or may not correlate
with this particular course. Please refer to the current Virginia FBLA State Handbook.

NBEA Achievement Standards for Communication

Define ethics and identify the process by which individuals develop the foundation for
making ethical decisions.

NBEA Achievement Standards for Information Technology

Analyze legal and ethical dilemmas within the framework of current laws and legislation
(e.g., virus development, hacking, threats, phishing).

Analyze various codes of ethics for computer usage.

Demonstrate legal and ethical behaviors when using information technologies.

Demonstrate the appropriate use of intellectual property.
Discuss basic issues related to responsible use of technology and describe personal or legal consequences of inappropriate use.

Discuss copyright rules and regulations (e.g., images, music, video, software).

Implement organization policies and procedures dealing with legal and ethical issues.

Read, interpret, and adhere to software license agreements and legal mandates (e.g., ADA, Sarbanne-Oxly).

Write organization policy for the legal and ethical use of information (e.g., code of ethics).

Preparing for Industry Certification and/or College Level Examination Program (CLEP) Testing

Task Number 88

Describe the process and requirements for obtaining industry certifications and/or taking CLEP examinations related to the Accounting, Advanced course.

Definition

Description should include a list of industry certifications and the CLEP examination related to the Accounting, Advanced course and the process/requirements for obtaining the certifications or taking the CLEP examination from

- official websites of the testing organization/vendor
- materials from publishers that have developed practice materials and tests based on information from the testing organization/vendor
- information from certified instructors or industry-certified professionals
- information from the Virginia Department of Education's Administrative Planning Guide
- information in the "Introduction/Course Description" section of this course.
Task Number 89

**Identify testing skills/strategies for a certification and/or CLEP examination.**

**Definition**

Identification of testing skills and strategies should be undertaken by

- conducting an Internet research project
- reviewing materials from exam and practice-exam publishers
- interviewing certified instructors and/or industry-certified professionals.

**FBLA Competitive Events and Activities Areas**

Accounting I

Accounting II

Banking and Financial Systems

Business Financial Plan

Business Plan

Electronic Career Portfolio

Job Interview

**Management Decision Making**

The topic for this event changes from year to year. The annual topic may or may not correlate with this particular course. Please refer to the current Virginia FBLA State Handbook.
Task Number 90

Demonstrate the ability to complete selected practice examinations (e.g., practice questions similar to those on certification or CLEP exams).

Definition

Demonstration should include completing practice examinations for selected certifications or the CLEP examination related to the course obtained from vendor sites and/or materials from publishers. The level of performance on a practice examination serves as a gauge of the applicant's readiness for formal industry testing.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Business Financial Plan

Business Plan

Electronic Career Portfolio

Job Interview

Task Number 91

Complete an industry certification or CLEP examination representative of skills learned in this course (e.g., CLEP).
Definition

Completion will be achieved when the student applicant earns an examination score deemed "passing" by the testing organization. Qualifying examinations are those currently approved at the state level as representative of Accounting, Advanced skills.

Students should be encouraged to attain industry certification as evidence of their accounting skill level and general employability.

FBLA Competitive Events and Activities Areas

Accounting I
Accounting II
Banking and Financial Systems
Business Financial Plan
Business Plan
Electronic Career Portfolio
Job Interview

Enhancing Career Exploration and Employability Skills

Task Number 92

Differentiate between government, public, and private accounting.

Definition

Differentiation should include the differences in
• required training
• experience
• certifications
• work environments
• earning potential.

FBLA Competitive Events and Activities Areas

Accounting II

Banking and Financial Systems

Job Interview

Task Number 93

Investigate accounting and financial certification and designations.

Definition

Investigation could include the following:

• Certified Public Accountant (CPA)
• Certified Management Accountant (CMA)
• Certified Financial Manager (CFM)
• Certified Fraud Examiner (CFE)
• Certified Financial Planner (CFP)
• Certified Internal Auditor (CIA)
• Enrolled Agent (EA)
• Certified Information Systems Auditor (CISA)
• Certified Government Financial Manager (CGFM)

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Business Financial Plan
Task Number 94

Investigate accounting careers.

Definition

Investigation should identify domestic and international careers in

- forensic accounting
- environmental accounting
- governmental accounting
- nonprofit organization accounting
- cost accounting
- tax accounting
- financial accounting
- education
- management
- systems analysis
- auditing
- advisory
- consulting.

**FBLA Competitive Events and Activities Areas**

Accounting I

Accounting II

Banking and Financial Systems

Business Financial Plan

Business Plan

Electronic Career Portfolio

Job Interview

**NBEA Achievement Standards for Accounting**

Describe career opportunities in the accounting profession.

Describe how current events impact the accounting profession.

**NBEA Achievement Standards for Career Development**

Describe the impact of the global economy on jobs and careers.

Evaluate international employment opportunities.

Identify employment opportunities in international trade.
Identify entrepreneurship opportunities in the international marketplace.

Relate career interests to opportunities in the global economy.

---

**Task Number 95**

**Update a résumé in a format suitable for online posting.**

**Definition**

Updating could include changes to the following, as applicable:

- Educational background
- Work history
- Honors and awards
- Membership in professional organizations and leadership positions held
- Participation in community activities and community service

Students should identify the reasons for keeping a résumé up-to-date even if they are not currently involved in a job search.

**FBLA Competitive Events and Activities Areas**

**Accounting I**

**Accounting II**

**Banking and Financial Systems**

**Business Communication**

**Business Financial Plan**

**Business Plan**

**Computer Applications**

**Electronic Career Portfolio**

**Future Business Leader**
Job Interview

Word Processing

NBEA Achievement Standards for Career Development

Demonstrate the ability to complete an online job application accurately.

Demonstrate the ability to prepare and transmit electronic resumes and cover letters that meet business standards.

Develop a career portfolio of items including resumes, sample cover letters, letters of recommendation, examples of work and technical skills, awards, and documentation of extracurricular activities and community service activities.

Prepare paper and electronic resumes and cover letters.

Task Number 96

Complete a job application process.

Definition

Completion could comprise both manual and electronic formats and should reflect attention to accuracy and completeness of all information supplied.

FBLA Competitive Events and Activities Areas

Accounting I

Accounting II

Banking and Financial Systems

Business Communication

Business Financial Plan

Business Plan

Electronic Career Portfolio
Future Business Leader

Job Interview

NBEA Achievement Standards for Career Development

Demonstrate the ability to complete an online job application accurately.

Demonstrate the ability to prepare and transmit electronic resumes and cover letters that meet business standards.

List tasks to be completed following the interview.

NBEA Achievement Standards for Communication

Complete job application forms.

Task Number 97

Participate in a mock interview.

Definition

Participation should include assuming a variety of roles to illustrate behaviors both desirable (e.g., maintaining eye contact, asking informed questions) and undesirable (e.g., speaking too softly, failing to answer questions completely) and also include

- preparation (e.g., bringing copies of a résumé and other relevant information to an interview)
- references (e.g., securing permission to use).

FBLA Competitive Events and Activities Areas

Electronic Career Portfolio

Future Business Leader

Job Interview

L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships
NBEA Achievement Standards for Career Development

Identify steps to prepare for an interview.

List tasks to be completed following the interview.

Model behavior that contributes to a successful interview.

NBEA Achievement Standards for Communication

Discuss and demonstrate the importance of appropriate dress in an interview situation.

Discuss illegal and discriminatory interview questions.

Participate in and analyze mock interviews, emphasizing critical times at the beginning and the end of an interview.

Task Number 98

Compose a letter of resignation.

Definition

Composition should yield a written resignation from the job that includes

- a polite and reasonable reason for resigning
- consideration of the need for an appropriate length of time to find a replacement—usually two weeks.

FBLA Competitive Events and Activities Areas

Electronic Career Portfolio

Future Business Leader

Job Interview

L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships
Word Processing

NBEA Achievement Standards for Career Development
Demonstrate appropriate techniques for resigning from a position.

NBEA Achievement Standards for Communication
Discuss appropriate spoken and written actions when leaving a job under various circumstances (e.g., resignation and termination).

Task Number 99
Update a portfolio containing representative samples of student work.

Definition
Updating could include ensuring that the résumé and combination of electronic and non-electronic documents representative of the student’s qualifications are current. Selected work samples could include financial analysis reports that reflect the student’s knowledge, skills, and abilities.

FBLA Competitive Events and Activities Areas
Electronic Career Portfolio
Future Business Leader
Job Interview
L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships
Word Processing

NBEA Achievement Standards for Career Development
Assemble examples of school work that demonstrate useful skills.
Develop a career portfolio of items including resumes, sample cover letters, letters of recommendation, examples of work and technical skills, awards, and documentation of extracurricular activities and community service activities.

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**Task Number 100**

**Maintain a professional online presence.**

**Definition**

Maintenance could include

- updating personal profiles on professional networking websites
- avoiding posting on social media and blogs anything about oneself and others that might be considered inappropriate
- exercising caution regarding all communication with others, including online posts and personal conversations.

**FBLA Competitive Events and Activities Areas**

**Electronic Career Portfolio**

**Future Business Leader**

**Job Interview**

L. Marguerite Crumley, Frank Manning Peele, Foundation's Sarah Lowe Thompson Scholarships

**Word Processing**

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**SOL Correlation by Task**

<table>
<thead>
<tr>
<th>Task</th>
<th>Activity Description</th>
<th>English:</th>
<th>Mathematics:</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>Perform accounting procedures, using spreadsheet or accounting software.</td>
<td>11.2, 12.2</td>
<td>COM.7</td>
</tr>
<tr>
<td>40</td>
<td>Create computer-generated reports.</td>
<td>11.1, 12.1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activity Description</td>
<td>Mathematics/English</td>
<td></td>
</tr>
<tr>
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<td>--------------------------------------------------------------------------------------</td>
<td>---------------------------</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Apply technology used in the accounting profession.</td>
<td>English: 11.2, 12.2</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Explain the differences between a perpetual inventory system and a periodic inventory system.</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Record transactions, using a perpetual and periodic inventory system.</td>
<td>English: 11.6, 12.6</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Determine the cost of merchandise inventory, using current costing methods.</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Prepare a multiple-step income statement.</td>
<td>English: 11.2, 12.2</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Calculate inventory turnover ratios.</td>
<td>Mathematics: A.1, AII.1</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Analyze obsolete, damaged, or slow-moving inventory.</td>
<td>English: 11.5, 12.5</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Mathematics: PS.1*</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Identify security considerations related to inventory.</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Calculate the cost of fixed assets.</td>
<td>Mathematics: A.1</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Compare the methods of calculating depreciation.</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>Record the depreciation of plant assets.</td>
<td>English: 11.1, 12.1</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Record the sale, trade-in, and disposal of plant assets.</td>
<td>English: 11.6, 12.6</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Identify notes payable and notes receivable activities.</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>Calculate notes payable and notes receivable activities.</td>
<td>Mathematics: A.1, A.2, A.3, A.4, AII.1, All.3</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Journalize entries for issuing and collecting a note.</td>
<td>English: 11.6, 12.6</td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>Describe the relationship between the Bad Debts Expense Account and Allowance for Doubtful Accounts when recording bad debts.</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>Record for doubtful accounts receivable.</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td>58</td>
<td>Describe the purpose of aging accounts receivable.</td>
<td>English: 11.5, 12.5</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Mathematics: A.1, A.4, AII.1</td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Prepare an aging of accounts receivable report.</td>
<td>English: 11.6, 12.6</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Record adjustments for accrued expenses.</td>
<td>English: 11.6, 12.6</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Mathematics: A.1, A.4, AII.1</td>
<td></td>
</tr>
<tr>
<td>61</td>
<td>Record adjustments for accrued and deferred income.</td>
<td>English: 11.6, 12.6</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Mathematics: A.1, A.4, AII.1</td>
<td></td>
</tr>
<tr>
<td>62</td>
<td>Examine procedures for decentralized (e.g., departmental or branch) accounting systems.</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td>63</td>
<td>Perform budgetary planning and review and other financing activities.</td>
<td>English: 11.5, 12.5</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Mathematics: A.1, A.4, AII.1</td>
<td></td>
</tr>
<tr>
<td>64</td>
<td>Identify procedures for manufacturing accounting.</td>
<td>English: 11.5, 11.6, 12.5, 12.6</td>
<td></td>
</tr>
<tr>
<td>65</td>
<td>Identify the components of a partnership agreement.</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td>66</td>
<td>Record the entry for formation of a partnership.</td>
<td>English: 12.5</td>
<td></td>
</tr>
<tr>
<td>67</td>
<td>Perform end-of-period activities for a partnership.</td>
<td>English: 11.2, 12.2</td>
<td></td>
</tr>
<tr>
<td>68</td>
<td>Record the distribution of earnings.</td>
<td>English: 11.6, 12.6</td>
<td></td>
</tr>
<tr>
<td>69</td>
<td>Record the admittance of a new partner and the withdrawal of a partner.</td>
<td>English: 11.6, 12.6</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>History and Social Science: GOVT.14, GOVT.15</td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>Record the dissolution of a partnership.</td>
<td>English: 11.2, 12.2</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>History and Social Science: GOVT.14, GOVT.15</td>
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<tr>
<td></td>
<td></td>
<td>Mathematics: A.1, A.4, AII.1</td>
<td></td>
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<tr>
<td>71</td>
<td>Distinguish the characteristics, advantages, and disadvantages of a corporation.</td>
<td>English: 11.3, 11.5, 12.3, 12.5</td>
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<tr>
<td></td>
<td></td>
<td>History and Social Science: GOVT.14, GOVT.15</td>
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<tr>
<td>72</td>
<td>Identify the differences between preferred stock and common stock.</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td>73</td>
<td>Record entries for issuing stock.</td>
<td>English: 11.2, 12.2</td>
<td></td>
</tr>
<tr>
<td>74</td>
<td>Perform end-of-period activities for a corporation.</td>
<td>English: A.1, A.4, AII.1</td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>Prepare a Statement of Retained Earnings.</td>
<td>Mathematics: A.1, A.4, AII.1</td>
<td></td>
</tr>
<tr>
<td>76</td>
<td>Record the calculation for dividend distribution.</td>
<td>Mathematics: A.1, A.4, AII.1</td>
<td></td>
</tr>
<tr>
<td>77</td>
<td>Assess the financial strength of a business and its effect on the business, industry, and economy.</td>
<td>English: 11.5, 12.5</td>
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<tr>
<td></td>
<td></td>
<td>History and Social Science: VUS.10, VUS.14, WG.17, WHII.10, WHII.11, WHII.14</td>
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<tr>
<td></td>
<td></td>
<td>Mathematics: A.1, A.4, AII.1, MA.13, PS.4*, PS.7*</td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>Assess the value of a company’s intangible assets.</td>
<td>English: 11.5, 12.5</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Mathematics: A.1, A.2, A.3, A.4, AII.1, AII.3</td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>Interpret reports to provide data for recommendations or presentations to management.</td>
<td>English: 11.5, 12.5</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Mathematics: PS.1*, PS.3*, PS.4*, PS.7*</td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>Analyze cash-flow statements.</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics: A.1, A.4, A.5</td>
<td></td>
</tr>
<tr>
<td>81</td>
<td>Perform a trend analysis, using vertical and horizontal analysis.</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics: PS.1*, PS.7*</td>
<td></td>
</tr>
<tr>
<td>82</td>
<td>Utilize financial statements for financial management suggestions.</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Task Description</td>
<td>Mathematics: A.1, A.4, AII.1</td>
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<tr>
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</tr>
<tr>
<td>83</td>
<td>Investigate the role of accounting standards boards in the accounting profession.</td>
<td>English: 11.5, 11.8, 12.5, 12.8</td>
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<tr>
<td></td>
<td></td>
<td>History and Social Science: GOVT.7, GOVT.14, GOVT.15</td>
<td></td>
</tr>
<tr>
<td>84</td>
<td>Research state and national organizations and laws that govern the accounting profession.</td>
<td>English: 11.5, 11.8, 12.5, 12.8</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>History and Social Science: GOVT.1, GOVT.15</td>
<td></td>
</tr>
<tr>
<td>85</td>
<td>Research instances of unethical accountancy activities, including possible consequences to individuals and the economy.</td>
<td>English: 11.5, 11.8, 12.5, 12.8</td>
<td></td>
</tr>
<tr>
<td>86</td>
<td>Identify desirable traits of professionals in the accounting field.</td>
<td>English: 11.5, 11.8, 12.5, 12.8</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>History and Social Science: GOVT.16</td>
<td></td>
</tr>
<tr>
<td>87</td>
<td>Identify ethical considerations for accounting professionals.</td>
<td>English: 11.5, 11.8, 12.5, 12.8</td>
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<tr>
<td></td>
<td></td>
<td>History and Social Science: GOVT.16</td>
<td></td>
</tr>
<tr>
<td>88</td>
<td>Describe the process and requirements for obtaining industry certifications and/or taking CLEP examinations related to the Accounting, Advanced course.</td>
<td>English: 11.5, 11.8, 12.5, 12.8</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>History and Social Science: GOVT.8, GOVT.14, GOVT.15</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>Identify testing skills/strategies for a certification and/or CLEP examination.</td>
<td>English: 11.1, 11.5, 12.1, 12.5</td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>Demonstrate the ability to complete selected practice examinations (e.g., practice questions similar to those on certification or CLEP exams).</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td>91</td>
<td>Complete an industry certification or CLEP examination representative of skills learned in this course (e.g., CLEP).</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>History and Social Science: GOVT.8, GOVT.14, GOVT.15</td>
<td></td>
</tr>
<tr>
<td>92</td>
<td>Differentiate between government, public, and private accounting.</td>
<td>English: 11.5, 12.5</td>
<td></td>
</tr>
<tr>
<td>93</td>
<td>Investigate accounting and financial certification and designations.</td>
<td>English: 11.5, 11.8, 12.5, 12.8</td>
<td></td>
</tr>
<tr>
<td>94</td>
<td>Investigate accounting careers.</td>
<td>English: 11.5, 11.8, 12.5, 12.8</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>History and Social Science: GOVT.8, GOVT.14, GOVT.15</td>
<td></td>
</tr>
<tr>
<td>95</td>
<td>Update a résumé in a format suitable for online posting.</td>
<td>English: 11.6, 11.7, 12.6, 12.7</td>
<td></td>
</tr>
<tr>
<td>96</td>
<td>Complete a job application process.</td>
<td>English: 11.5, 11.6, 11.7, 12.5, 12.6, 12.7</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activity</td>
<td>English:</td>
<td></td>
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<tr>
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</tr>
<tr>
<td>97</td>
<td>Participate in a mock interview.</td>
<td>11.1, 11.6, 11.7, 12.1,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12.6, 12.7</td>
<td></td>
</tr>
<tr>
<td>98</td>
<td>Compose a letter of resignation.</td>
<td>11.6, 11.7, 12.6, 12.7</td>
<td></td>
</tr>
<tr>
<td>99</td>
<td>Update a portfolio containing representative samples of student work.</td>
<td>11.1, 11.6, 11.7, 12.1,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12.6, 12.7</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>Maintain a professional online presence.</td>
<td>11.2, 11.5, 11.6, 11.7,</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>12.2, 12.5, 12.6, 12.7</td>
<td></td>
</tr>
</tbody>
</table>

**Teacher Resources**

**Instructional Scenarios**

**Duty/Concept Area(s):** 42-48/Understanding Accounting Concepts for Inventory  
**Title Ideas:** Determine the Cost of Merchandise Inventory Using Current Costing Methods

**Duty/Concept Area(s):** 49-52/Understanding Accounting Concepts for Fixed Assets  
**Title Ideas:** Comparing Methods of Depreciation

**Duty/Concept Area(s):** 62-64/Exploring Specialized Accounting Systems  
**Title Ideas:** Centralization vs. Decentralization

**Duty/Concept Area(s):** 71-76/Implementing Accounting for a Corporation  
**Title Ideas:** To Incorporate or Not to Incorporate – That is the Question!

**Duty/Concept Area(s):** 82-86/Developing Employability Skills and 91-99/Enhancing Career Exploration  
**Title Ideas:** Employability Skills

**Collaborative Lesson Plans**

**An Account to Remember: Financing the Scientific, Artistic, and Literary Genius of Leonardo da Vinci**

**Subjects**

Accounting, Art History, English, Physics

**Objective**

Produce an expense account for da Vinci, using present-day financial standards.

**Real-world application**
Modern business demands that art and artifacts of the past be assigned a dollar value for purposes of insurance and comparison to other works.

Research skills are in demand by today’s employers.

**Materials needed**

- Art history slides
- References and research aids
- Chart of accounts, general ledger, and balance sheet

**Activities**

**English students**

- Gather information on da Vinci’s life and times, and analyze the contributions that made him a true “Renaissance Man.”
- Review research and writing processes.

**Physics students**

- Compile a list of da Vinci’s inventions.
- Write a report on da Vinci’s inventions and how they use the principles of physics.

**Art History students**

- Examine and discuss slides detailing da Vinci’s art.
- Write a report on da Vinci’s art, analyzing it in terms of the principles and elements of design.

**Art History, English, Physics students**

- Present da Vinci’s life, art, and inventions to the Advanced Accounting students.
- Discuss the impact of da Vinci’s art and inventions on today’s artistic works, scientific concepts, and technological devices.

**Accounting students**

- Assign value to da Vinci’s art and inventions.
- Produce an expense account.

**All students**

- Host a Renaissance banquet and present Leonardo da Vinci’s expense account.

**Evaluation of student performance**
Art History, English, and Physics teachers evaluate research papers.
Accounting teacher evaluates expense account.

This lesson plan came from Norfolk Public Schools
Granby High School, Norfolk, 804/441-1265
Stephen Caja, Physics teacher
Althea Joyner, English teacher
Lisa Vitiello, Art History teacher
Judy Zondorak, Accounting teacher

Setting Up a Medical Assistant Laboratory

Subjects
Medical Assistant, Accounting I

Objectives
A government grant has been awarded to a rural community to set up a small medical facility. The Medical Assistant class will equip the new facility, maintaining accurate records of all purchases. The Accounting class will record all transactions and report expenditures.

- Determine cost of equipment and medical supplies necessary to establish a new medical assistant laboratory.
- Identify accounts needed to set up and record daily purchases, and provide a detailed list of expenditures to meet the grant requirements.

Real-world application

Equipping a new laboratory requires the following skills that are valuable in any field of employment:

- Determining the most cost-efficient way to equip a new facility requires research and decision-making skills.
- Ensuring that grant requirements are met requires high-level reading and interpretation of written material and careful attention to detail in reporting.

Materials needed

- Catalogs: health and medical supplies and equipment, office supplies
- Automated accounting software package

Activities
• Medical Assistant students make a detailed list of equipment and supplies needed for the laboratory. They establish criteria for selection of equipment and supplies, including layout of building, price, service, delivery time, shipping costs, and reputation of vendors and products.
• Medical Assistant students consult catalogs and other sources of information, determine the most cost-efficient purchases, and complete purchase orders.
• Accounting students translate purchase orders to transactions and record them, using an automated accounting program. They report all expenditures and determine how any money left is to be spent.

**Evaluation of student performance**

Project requires a series of reports from both classes, which are rated for accuracy, completeness, and clarity.

This lesson plan came from Appomattox County Public Schools
Appomattox County High School, 804/352-7146
Aelese Cobb, Health and Medical Sciences teacher
Joyce Leslie, Business and Information Technology teacher

**Cyber Security and Cyber Forensics Infusion Units**

Cyber Security and Cyber Forensics Infusion Units (CYBR) were designed to be infused with designated CTE courses to help students in those programs achieve additional, focused, validated tasks/competencies in personal and professional cyber security skills. These units are not mandatory, and, as such, the tasks/competencies are marked as "optional," to be taught at the instructor's discretion.

**Entrepreneurship Infusion Units**

Entrepreneurship Infusion Units may be used to help students achieve additional, focused competencies and enhance the validated tasks/competencies related to identifying and starting a new business venture. Because the unit is a complement to certain designated courses and is not mandatory, all tasks/competencies are marked “optional.”
Appendix: Credentials, Course Sequences, and Career Cluster Information

Industry Credentials: Only apply to 36-week courses

- Accounting—Advanced Assessment
- Accounting—Basic Assessment
- Business Financial Management Assessment
- College and Work Readiness Assessment (CWRA+)
- College Level Examination Program (CLEP): Financial Accounting Examination
- Financial and Managerial Accounting Assessment
- IC3 Digital Literacy Certification Examination
- Intuit QuickBooks Certified User Certification Test
- National Career Readiness Certificate Assessment
- Virtual Enterprise Certification Assessment
- Workplace Readiness Skills for the Commonwealth Examination

Concentration sequences: A combination of this course and those below, equivalent to two 36-week courses, is a concentration sequence. Students wishing to complete a specialization may take additional courses based on their career pathways. A program completer is a student who has met the requirements for a CTE concentration sequence and all other requirements for high school graduation or an approved alternative education program.

- Accounting (6320/36 weeks)
- Business Law (6131/36 weeks)
- Business Law (6132/18 weeks)
- Business Management (6135/36 weeks)
- Business Management (6136/18 weeks)
- Computer Information Systems (6612/36 weeks)
- Computer Information Systems (6614/18 weeks)
- Computer Information Systems, Advanced (6613/36 weeks)
- Computer Information Systems, Advanced (6615/18 weeks)
- Design, Multimedia, and Web Technologies (6630/36 weeks)
- Design, Multimedia, and Web Technologies (6632/18 weeks)
- Design, Multimedia, and Web Technologies, Advanced (6631/36 weeks)
- Design, Multimedia, and Web Technologies, Advanced (6633/18 weeks)
- Digital Applications (6611/36 weeks)
- Digital Applications (6617/18 weeks)
- Entrepreneurship (9093/36 weeks)
- Entrepreneurship, Advanced (9094/36 weeks)
- International Baccalaureate Business Management (IB6135/36 weeks)
- International Baccalaureate Information Technology in a Global Society (IB6613/36 weeks)
- Legal Administration (6735/36 weeks)
- Legal Administration (6736/18 weeks)
- Medical Administration (6730/36 weeks)
- Medical Administration (6731/18 weeks)
- Office Administration (6621/36 weeks)
- Office Administration (6622/18 weeks)
- Office Specialist I--Preparation (6740/36 weeks)
- Office Specialist II--Preparation (6741/36 weeks)
- Office Specialist III--Preparation (6742/36 weeks)
- Principles of Business and Marketing (6115/36 weeks)
- Principles of Business and Marketing (6116/18 weeks)

### Career Cluster: Business Management and Administration

<table>
<thead>
<tr>
<th>Pathway</th>
<th>Occupations</th>
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<tbody>
<tr>
<td>Business Information Management</td>
<td>Administrative Assistant</td>
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<td>Budget Analyst</td>
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<td>Executive Assistant</td>
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<td>Information Assistant</td>
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<td>Office Manager</td>
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<td>Records Processing Assistant</td>
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### Career Cluster: Finance

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<tr>
<th>Pathway</th>
<th>Occupations</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>Accountant</td>
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<td></td>
<td>Accounting Clerk</td>
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<td></td>
<td>Controller</td>
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<td>Cost Analyst</td>
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<td>Revenue Agent</td>
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<td>Tax Accountant</td>
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<tr>
<td>Banking Services</td>
<td>Account Executive</td>
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<td>Accountant</td>
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<td>Compliance Officer</td>
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<td>Credit Analyst</td>
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<td>Debt Counselor</td>
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<td>Financial Manager</td>
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<td>Business Finance</td>
<td>Accountant</td>
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<td>Auditor</td>
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<td>Controller</td>
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<td>Cost Analyst</td>
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<td>Revenue Agent</td>
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<td>Tax Accountant</td>
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<td>Securities and Investments</td>
<td>Fund Manager</td>
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<td>Personal Financial Advisor</td>
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<td>Tax Preparer</td>
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## Career Cluster: Government and Public Administration

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<th>Pathway</th>
<th>Occupations</th>
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<tbody>
<tr>
<td>Foreign Service</td>
<td>Diplomatic Courier</td>
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<tr>
<td></td>
<td>Foreign Service Worker</td>
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<td>Interpreter/Translator</td>
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<td>Governance</td>
<td>Legislative Aide</td>
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<td></td>
<td>Legislator</td>
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<td>Lobbyist</td>
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<td>National Security</td>
<td>Combat Specialty Officer</td>
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<td>Military Enlisted Personnel</td>
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<td>Military Intelligence Specialist</td>
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<td>Military Officer</td>
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<td>Special Forces Personnel</td>
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<td>Planning</td>
<td>Actuarial Analyst</td>
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<td>Economic Development Coordinator</td>
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<td>Economist</td>
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<td>Interviewer</td>
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<td>Urban and Regional Planner</td>
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<td>Public Management and Administration</td>
<td>Court Clerk</td>
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<td>Eligibility Specialist</td>
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<td>Government Accountant/Auditor</td>
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<td>Mail Carrier</td>
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<td>Postal Service Clerk</td>
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<td>Postmaster/Mail Superintendent</td>
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<td>Regulation</td>
<td>Aviation Inspector</td>
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<td>Compliance Officer</td>
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<td>Environmental Compliance Inspector</td>
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<td>Financial Analyst</td>
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<td>Financial Manager</td>
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<td>Private Detective, Investigator</td>
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<td>Transit Vehicle Inspector</td>
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<td>Revenue and Taxation</td>
<td>Compliance Officer</td>
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<td>Financial Analyst</td>
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<td></td>
<td>Financial Manager</td>
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<td>Real Estate Appraiser</td>
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<td>Revenue Agent</td>
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## Career Cluster: Science, Technology, Engineering and Mathematics

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<th>Pathway</th>
<th>Occupations</th>
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<tbody>
<tr>
<td>Engineering and Technology</td>
<td>Materials Engineer</td>
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<tr>
<td>Science and Mathematics</td>
<td>Economist</td>
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<td>Secondary School Teacher</td>
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<td>Technical Writer</td>
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<td>Pathway</td>
<td>Occupations</td>
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<tr>
<td>Sales and Service</td>
<td>Billing Clerk&lt;br&gt;Customer Service Representative (CSR)&lt;br&gt;Dispatcher&lt;br&gt;Office Manager&lt;br&gt;Parts Salesperson&lt;br&gt;Statement Clerk</td>
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