

Unit/Standard Number	 <p style="text-align: center;">pennsylvania DEPARTMENT OF EDUCATION</p> <p style="text-align: center;"><u>High School Graduation Years 2013, 2014 and 2015</u></p> <p style="text-align: center;">Accounting Technology/Technician & Bookkeeping CIP 52.0302 Task Grid</p>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
Secondary Competency Task List		
100	PERFORM GENERAL OFFICE DUTIES	
101	Maintain and manage financial records, reports or files.	
102	Use communication techniques and record and relay appropriate messages.	
103	Apply proper electronics communications etiquette.	
104	Use scheduling and contact management software.	
105	Demonstrate proper interpersonal communication skills.	
106	Practice correct grammar, punctuation or spelling in all documents.	
107	Compose business correspondences.	
108	Explain the proper use of a 10-key pad to perform accounting tasks.	
109	Apply appropriate accounting terminology.	
110	Perform clerical duties including keying, accepting orders or sorting mail.	
111	Prepare flow charts for forms and documents.	
200	COMPLETE THE STEPS OF THE ACCOUNTING CYCLE	
201	Prepare chart of accounts and assign account numbers when needed.	
202	Use T-Accounts to analyze transactions into debit and credit parts.	
203	Code source documents according to company procedures.	
204	Verify and enter details of transactions from source documents into journals.	
205	Post transactions to ledger accounts.	
206	Complete multi-column worksheets.	
207	Record and post adjusting, closing and reversing entries.	
208	Prepare financial statements including; income statement, balance sheet, statement of cash flow and owner's equity statement.	
209	Verify financial statements against worksheet.	
210	Prepare post-closing trial balance from general ledger.	
211	Verify figures, postings and documents for correct entry and mathematical accuracy.	
300	PROCESS FINANCIAL INFORMATION	
301	Compile data for financial reports.	
302	Prepare itemized statements, bills or invoices, account statement according to established procedures.	
303	Record amounts due for items purchased or services rendered.	
304	Resolve discrepancies in accounting records.	

Unit/Standard Number	 <p style="text-align: center;">pennsylvania DEPARTMENT OF EDUCATION</p> <p style="text-align: center;"><u>High School Graduation Years 2013, 2014 and 2015</u></p> <p style="text-align: center;">Accounting Technology/Technician & Bookkeeping CIP 52.0302 Task Grid</p>	<p style="text-align: center;">Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
305	Verify accuracy of billing data and correct any errors.	
306	Process account invoices.	
307	Keying billing documents, shipping labels, credit memorandums and credit forms.	
308	Compute credit terms, discounts, shipment charges and rates for goods and services.	
309	Record and deposit cash, checks and vouchers.	
310	Reconcile or balance financial records, including checkbook.	
311	Prepare purchase orders and expense reports.	
312	Prepare bank deposit slip.	
313	Record receipts or disbursements of cash.	
314	Calculate and prepare checks.	
315	Calculate inventory using various costing methods.	
316	Calculate fixed asset depreciation methods.	
317	Calculate business taxation information.	
318	Process receivables and payables.	
319	Apply internal controls and auditing techniques.	
400	PREPARE, MAINTAIN AND UPDATE PAYROLL AND TAX RECORDS	
401	Compile and record employee time, production and payroll data from time sheets and other records.	
402	Record information found on the W-4 forms in the employee data section.	
403	Update employee record information such as exemptions, transfers and resignations to maintain and update payroll records.	
404	Review and validate time sheets, work charts and wage computations.	
405	Compute wages and deductions.	
406	Prepare and balance period-end reports and reconcile issued payroll to bank statements.	
407	Complete tax forms and returns appropriate to current government regulations.	
408	Process payroll documents, records or checks.	
409	Journalize payroll at end of earnings period in appropriate journals.	
410	Journalize the payment of period payroll taxes.	
411	Calculate benefits including sick pay, vacation time and personal time.	
500	LOCATE, INTERPRET AND ANALYZE DATA	
501	Locate data from an accounting record or source document.	
502	Perform an analysis of financial statements.	

Unit/Standard Number	 <p>pennsylvania DEPARTMENT OF EDUCATION</p> <p><u>High School Graduation Years 2013, 2014 and 2015</u></p> <p>Accounting Technology/Technician & Bookkeeping CIP 52.0302 Task Grid</p>	<p>Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
600	AUTOMATED ACCOUNTING AND SPREADSHEET SOFTWARE	
601	Create, edit, and format spreadsheets efficiently.	
602	Demonstrate advanced features to make enhanced user-friendly spreadsheets.	
603	Define and demonstrate the integration of worksheet applications through pasting, linking and embedding.	
604	Create, format and modify charts.	
605	Create spreadsheets using data validation, range names, specific functions, worksheet protection and look-up tables.	
606	Manipulate multiple worksheets and workbooks.	
607	Summarizing data for analysis.	
608	Analyzing and interpreting financial data.	
700	BUSINESS LAW AND ETHICS	
701	Learn business law and business ethics vocabulary.	
702	Explain how advances in computer technology impact various areas in law.	
703	Explain crimes often associated with business and organizations.	
704	Describe familiar business law cases and know how they relate to business practices.	
705	Compare types of contracts including cyber-space and related accountability.	
706	Identify improper use of business technology and property.	
707	Describe rights and responsibilities when conducting business, traveling or living abroad.	
708	Identify legal safeguards to protect your right of computer privacy.	
709	Identify cyber law as an emerging trend in the 21st century.	
800	COMPUTER APPLICATIONS	
801	Create, edit, and format documents using word processing software.	
802	Enhance document with visual content.	
803	Create forms and tables for efficient data display.	
804	Identify various component of business communication documents.	
805	Create, edit, and format presentations efficiently.	
806	Use presentation software.	
807	Create databases.	
808	Query databases.	
809	Maintain databases.	

Unit/Standard Number	 <p style="text-align: center;"><u>High School Graduation Years 2013, 2014 and 2015</u></p> <p style="text-align: center;">Accounting Technology/Technician & Bookkeeping CIP 52.0302 Task Grid</p>	<p style="text-align: center;">Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
810	Create reports, forms and combo boxes from a database.	
900	ECONOMICS	
901	Explain the free enterprise system.	
902	Explain the principles of supply and demand.	
903	Explain the types of economic systems.	
904	Identify factors affecting a business's profit.	
905	Explain the relationship between government and business.	
906	Explain the concept of productivity.	
907	Explain the nature of international trade.	