

CTE Course Description and Standards Crosswalk

Course Information	
Course Name	Computerized Accounting
Course Number	83150
Number of High School Credits	.5
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the EED-CTE system.)	Accounting, Finance, Office Specialist,
Date of district Course Revision	February 2014
Career & Technical Student Organization (CTSO)	
CTSO embedded in this sequence	BPA
Occupational Standards	
Source of Occupational Standards	National Business Educators Association (NBEA)
Names/Numbers of Occupational Standards	Accounting (ACCT), Information Technology (IT), Entrepreneurship (EN), Career Development (CD)
Registration Information	
Course Description (brief paragraph – as shown in your student handbook or course list)	Computerized Accounting is designed to incorporate the functionality of automated accounting with a double entry accounting system. The students will learn the procedure to set up an accounting system in the computerized environment. This course would benefit students interested in careers as bookkeepers, accountants, business managers or wanting to be self-employed.
Instructional Topic Headings (please separate each heading by a semi-colon)	General Ledger Entry; Discounts; Plant Assets; Sales Order Processing; Purchases In Cash Payments; Sales In Cash Receipts; Corporations; Payroll; Inventory; Encourage Career And Technical Student Organization (CTSO) Involvement; Safety Entrepreneurship; Ethics
Summative Assessments and Standards	
Technical Skills Assessment (TSA)	None
Course addresses:	
New Alaska ELA and Math Standards	Yes
Alaska Cultural Standards	Yes
All Aspects of Industry (AAI)	Yes
Core Technical Standards	Yes
Employability Standards	Yes
Employability Standards	
Source of Employability Standards	State of Alaska
Tech Prep	
Current Tech Prep Articulation Agreement? (Y/N)	No
Date of Current Agreement	
Postsecondary Institution Name	
Postsecondary Course Name	
Postsecondary Course Number	
# of Postsecondary Credits	

Source/Organization	Acronym	Website or Location of	Section, Chapters, etc. referenced in	Date of Edition or
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/Agency		Information	Performance Standards	Version
National Business Education Assn.	NBEA	http://www.nbea.org	Career Development, Entrepreneurship, Management, Information Technology	2013

Additional CTE Course Information

Author	
Course developed by	Revised by David Little
Course adapted from	Computerized Accounting
Date of previous course revision	February 2014
Course Delivery Model	
Is the course brokered through another institution or agency? (Y/N)	No

Standards Alignment

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/Career Readiness Standards	All Aspects of Industry/Systems	Assessment
Enter data for a service business in the general ledger.	ACCT II-VII	FN2,6,9,10,11,12,13 FN-ACT 2,4	L 9-12.6 RST 9-12.1,2,3,4,5,6,10 WHST 9-12.4	N Q.1 A SSE.3 A APR.7 A REI.I S IC.6	B2,4	A2,5	Technical Skills Planning Technology	Business Professionals of America-Fundamental Accounting
Use an automated purchases and cash payments system.	ACCT II-VII	FN2,6,9,10,11,12,13 FN-ACT 2,4	L 9-12.6 RST 9-12.1,2,3,4,5,6,10 WHST 9-12.4	N Q.1 A SSE.3 A APR.7 A REI.I S IC.6	B2,4	A2,5	Technical Skills Technology	Business Professionals of America-Fundamental Accounting
Generate end of fiscal period reports for a business.	ACCT II-VII	FN2,6,9,10,11,12,13 FN-ACT 2,4	L 9-12.6 RST 9-12.1,2,3,4,5,6,10 WHST 9-12.4	N Q.1 A SSE.3 A APR.7 A REI.I S IC.6	B2,4	A2,5	Technical Skills Technology	Business Professionals of America-Fundamental Accounting
Control the plant asset records for a business.	ACCT II-VII	FN2,6,9,10,11,12,13	L 9-12.6 RST 9-	N Q.1 A SSE.3	B2,4	A2,5	Technical Skills	Business Professionals

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Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
		FN-ACT 2,4	12.1,2,3,4, 5,6,10 WHST 9- 12.4	A APR.7 A REI.I S IC.6			Technology	of America- Fundamental Accounting
Track inventory with an automated system.	ACCT II-VII	FN2,6,9,10, 11,12,13 FN-ACT 2,4	L 9-12.6 RST 9- 12.1,2,3,4, 5,6,10 WHST 9- 12.4	N Q.1 A SSE.3 A APR.7 A REI.I S IC.6	B2,4	A2,5	Technical Skills Technology	Business Professionals of America- Fundamental Accounting
Use an automated approach for corporate accounting.	ACCT II-VII	FN2,6,9,10, 11,12,13 FN-ACT 2,4	L 9-12.6 RST 9- 12.1,2,3,4, 5,6,10 WHST 9- 12.4	N Q.1 A SSE.3 A APR.7 A REI.I S IC.6	B2,4	A2,5	Technical Skills Management Technology	Business Professionals of America- Fundamental Accounting
Incorporate an automated system for payroll production.	ACCT II-VII	FN2,6,9,10, 11,12,13 FN-ACT 2,4	L 9-12.6 RST 9- 12.1,2,3,4, 5,6,10 WHST 9- 12.4	N Q.1 A SSE.3 A APR.7 A REI.I S IC.6	B2,4	A2,5	Technical Skills Technology Labor Management	Business Professionals of America- Fundamental Accounting
Follow professional ethics including software licensing, copyright and intellectual property laws.	IT-I,II	BM2,5,6 IT 4	WHST.9- 12.8 L.9-12.6		B2,3,4	A1,2,5,7	Technical Skills Technology Work Habits	Statement of Authenticity
Recognize entrepreneurship opportunities and the role of employer vs. employee.	IT-XVII EN-I CD-V	BM3,5,6	L.9-12.6 SL.9-12.6	S-MD.6 S-IC.6	B2,4	A2,5	Technical Skills Labor	BPA-Small Business Management Team Work Keys
Encourage CTSO involvement.	IT-XVII EN-I	BM3,5,6	L.9-12.6 SL.9-12.6 SL.9- 12.1.a-d		B2,3,4 C4 D6 E7,8	A2,5	Technical Skills Technology Planning Labor	BPA Competitions

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							Work Habits	
Research career opportunities in the Business/IT career area.	IT-XVII EN-I CD-II	BM3,5,6	L.9-12.6 SL.9-12.6 WHST.9-12.6	S-MD.6 S-IC.6	B2,3,4	A1,2,3,4,5,6,7 B1,2,3,4,5	Technical Skills Planning Technology	AKcis Portfolio
Demonstrate safe use of tools and equipment, cyber safety and ergonomic safety in the workplace.	IT-I	BM5,6 IT4	L.9-12.6 WHST.9-12.8		B2,4	A1,6	Technical Skills Health/ Safety	AK EED Safety Manual Business & Information Systems
Practice and promote ethics and ethical behavior in the workplace	IT-I	BM2,5,6 IT4	WHST.9-12.8	S-MD.6 S-IC.6	B2,3,4	A,1,2,5	Technical Skills Work Habits Management	CTSO Participation Work Keys

Instructional Resources

List the major instructional resources used for this course: (websites, textbooks, essential equipment, reference materials, supplies)

Recommended Text: South-Western. Automated Accounting

Resources: www.bpa.org