

Student's Name/Initials

/

Date

Teacher's Initials

Date

**STUDENT PROFILE
ACCOUNTING 2
COURSE CODE: 5005**

DIRECTIONS: Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

COURSE DESCRIPTION: This course expands the student's understanding of accounting subsystems and develops an understanding of various methods of internal control procedures. The student develops competence in using subsidiary ledgers, in preparing financial statements, and in performing end-of-period procedures. The student will demonstrate the use of accounting principles through the use of computer software and simulated activities. The prerequisite for this course is Accounting 1 with a minimum grade of C or better and/or instructor approval.

CREDIT: 1 unit

PERFORMANCE RATING

- 3 - Skilled--can perform task independently with no supervision
- 2 - Moderately skilled--can perform task completely with limited supervision
- 1 - Limitedly skilled--requires instruction and close supervision
- N - No exposure--has no experience or knowledge of this task

COGNITIVE RATING

- 3 - Knowledgeable--can apply the concept to solve problems
- 2 - Moderately knowledgeable--understands the concept
- 1 - Limited knowledge--requires additional instruction
- N - No exposure--has not received instruction in this area

A. Safety and Ethics

3 2 1 N

- 1. Identify major causes of work-related accidents in offices.
- 2. Describe the threat of viruses to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
- 3. Identify potential abuse and unethical uses of computers and networks.
- 4. Explain the consequences of illegal and unethical uses of information technologies, e.g., privacy; illegal downloading; copyright violations; licensing infringement; and inappropriate uses of software, hardware, and mobile devices.
- 5. Differentiate between freeware, shareware, and public domain software copyrights.

- 6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
- 7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.
- 8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.

B. Employability Skills

3 2 1 N

- 1. Identify positive work attitudes, e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
- 2. Demonstrate positive interpersonal skills, e.g., communication, respect, and teamwork.

C. Student Organizations

3 2 1 N

- 1. Explain how related student organizations are integral parts of career and technology education courses.

- ___ ___ ___ 2. Explain the goals and objectives of related student organizations.
- ___ ___ ___ 3. List opportunities available to students through participation in related student organization conferences / Competitions, community service, philanthropy, and other activities.
- ___ ___ ___ 4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

D. Assets

- 3 2 1 N
- ___ ___ ___ 1. Define current assets.
 - ___ ___ ___ 2. Identify current assets.
 - ___ ___ ___ 3. Define cash and cash equivalents (petty cash, cash fund, marketable securities, and certificates of deposit).
 - ___ ___ ___ 4. Explain the aging of accounts receivable and the ability to collect.
 - ___ ___ ___ 5. Journalize entries for uncollectible receivables using the direct write-off method.
 - ___ ___ ___ 6. Post entries for uncollectible receivables using the direct write-off method.
 - ___ ___ ___ 7. Compute the value of ending inventory using:
 - a. FIFO
 - b. LIFO
 - c. Weighted-Average.
 - ___ ___ ___ 8. Journalize transactions related to notes receivables.
 - ___ ___ ___ 9. Post transactions related to notes receivables.

E. Plant Assets

- 3 2 1 N
- ___ ___ ___ 1. Journalize entries for acquiring plant assets.
 - ___ ___ ___ 2. Post entries for acquiring plant assets.
 - ___ ___ ___ 3. Journalize entries for disposing of plant assets.
 - ___ ___ ___ 4. Post entries for disposing of plant

- ___ ___ ___ 5. Compute the allocation of the asset's cost over useful periods using several depreciation methods.

F. Liabilities

- 3 2 1 N
- ___ ___ ___ 1. Differentiate between current and long-term liabilities.
 - ___ ___ ___ 2. Journalize transactions related to notes payable.
 - ___ ___ ___ 3. Post transactions related to notes payable.

G. Stockholders' Equity

- 3 2 1 N
- ___ ___ ___ 1. Define the structure of a corporation.
 - ___ ___ ___ 2. List the components of stockholders' equity.
 - a. capital stock
 - b. retained earnings
 - ___ ___ ___ 3. Define stock subscriptions, stock options, treasury stock and dividends.
 - ___ ___ ___ 4. Journalize the issuance of stock.
 - ___ ___ ___ 5. Post the issuance of stock.

H. End-of-period Accounting

- 3 2 1 N
- ___ ___ ___ 1. Prepare a trial balance.
 - ___ ___ ___ 2. Journalize adjusting entries including prepaid and accrued expenses.
 - ___ ___ ___ 3. Post adjusting entries including prepaid and accrued expenses.
 - ___ ___ ___ 4. Prepare financial statements.
 - ___ ___ ___ 5. Journalize closing entries.
 - ___ ___ ___ 6. Post closing entries.

I. Payroll

- 3 2 1 N
- ___ ___ ___ 1. Identify methods of calculating employee earnings.
 - ___ ___ ___ 2. Prepare payroll register.

- ___ ___ ___ 3. Update employee earnings record.
- ___ ___ ___ 4. Journalize the entry to record employee earnings and withholdings.
- ___ ___ ___ 5. Post the entry to record employee earnings and withholdings.
- ___ ___ ___ 6. Identify employer's payroll tax obligations.
- ___ ___ ___ 7. Journalize the entry to record employer's tax obligations.
- ___ ___ ___ 8. Post the entry to record employer's tax obligations.

J. Accounting Terms and Concepts

- 3 2 1 N
- ___ ___ ___ 1. Demonstrate knowledge of accounting terminology.
 - ___ ___ ___ 2. Demonstrate knowledge of accounting concepts.

K. Automated Accounting

- 3 2 1 N
- ___ ___ ___ 1. Identify various types of accounting software programs.
 - ___ ___ ___ 2. Use spreadsheet and/or accounting software to maintain accounting records.