



***Department of Teaching & Learning***  
***Parent/Student Course Information***

***Accounting***  
***(BE6320)***  
***One Credit, One Year***  
***Grades 10-12***

*Counselors are available to assist parents and students with course selections and career planning. Parents may arrange to meet with the counselor by calling the school's guidance department.*

**COURSE DESCRIPTION**

Accounting students study the basic principles, concepts, and practices of the accounting cycle for a service business and a merchandising business. Topics covered include analyzing transactions, journalizing and posting entries, preparing payroll records and financial statements and managing cash control systems. Business ethics and professional conduct are emphasized. Students learn fundamental accounting procedures, using both manual and electronic systems.

**CERTIFICATION**

Students are eligible to sit for the QuickBooks Certified User certification, or the NOCTI Accounting assessment which can be used for a student-selected verified credit.

**COOPERATIVE OFFICE EDUCATION (COE)**

Cooperative Office Education (COE) is the supervised on-the-job instructional phase of an occupational preparation program. Students attend classes for all or part of the day and work in an approved business/office position part of the day. The teacher-coordinator and business training sponsor develop an individualized training plan that identifies learning experiences according to the student's career objective. Transportation is the responsibility of the student. Many Business & IT courses are eligible for the cooperative office education method of instruction. Participation in COE is optional for Business and Information Technology students.

**STUDENT ORGANIZATION**

FBLA – The Future Business Leaders of America is the co-curricular organization for secondary Business and Information Technology students. The organization enhances occupational preparation for students by helping them attain the following goals: leadership skills; knowledge of the American enterprise system; self-confidence; improvement of home, business, and community; scholarship; citizenship; and career goals

**PREREQUISITE**

None

**OPTIONS FOR NEXT COURSE**

Advanced Accounting

**REQUIRED STUDENT TEXTBOOK**

None

## COMPETENCIES FOR ACCOUNTING

### Demonstrating Personal Qualities and Abilities

- 1 Demonstrate creativity and innovation.
- 2 Demonstrate critical thinking and problem solving.
- 3 Demonstrate initiative and self-direction.
- 4 Demonstrate integrity.
- 5 Demonstrate work ethic.

### Demonstrating Interpersonal Skills

- 6 Demonstrate conflict-resolution skills.
- 7 Demonstrate listening and speaking skills.
- 8 Demonstrate respect for diversity.
- 9 Demonstrate customer service skills.
- 10 Collaborate with team members.

### Demonstrating Professional Competencies

- 11 Demonstrate big-picture thinking.
- 12 Demonstrate career- and life-management skills.
- 13 Demonstrate continuous learning and adaptability.
- 14 Manage time and resources.
- 15 Demonstrate information-literacy skills.
- 16 Demonstrate an understanding of information security.
- 17 Maintain working knowledge of current information-technology (IT) systems.
- 18 Demonstrate proficiency with technologies, tools, and machines common to a specific occupation.
- 19 Apply mathematical skills to job-specific tasks.
- 20 Demonstrate professionalism.
- 21 Demonstrate reading and writing skills.
- 22 Demonstrate workplace safety.

### Examining All Aspects of an Industry

- 23 Examine aspects of planning within an industry/organization.
- 24 Examine aspects of management within an industry/organization.
- 25 Examine aspects of financial responsibility within an industry/organization.
- 26 Examine technical and production skills required of workers within an industry/organization.
- 27 Examine principles of technology that underlie an industry/organization.
- 28 Examine labor issues related to an industry/organization.
- 29 Examine community issues related to an industry/organization.
- 30 Examine health, safety, and environmental issues related to an industry/organization.

### Addressing Elements of Student Life

- 31 Identify the purposes and goals of the student organization.
- 32 Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.
- 33 Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.
- 34 Identify Internet safety issues and procedures for complying with acceptable use standards.

### **Exploring Work-Based Learning**

- 35 Identify the types of work-based learning (WBL) opportunities.
- 36 Reflect on lessons learned during the WBL experience.
- 37 Explore career opportunities related to the WBL experience.
- 38 Participate in a WBL experience, when appropriate.

### **Understanding the Accounting Cycle for a Service Business**

- 39 Describe accounting, including its purpose and importance.
- 40 Describe the role accounting plays in the global economy.
- 41 Identify the forms of business ownership and ways they affect accounting.
- 42 Identify the basic financial statements.
- 43 Explain the scope of generally accepted accounting principles (GAAP) in relation to financial reporting concepts.
- 44 Demonstrate the effects of transactions on the accounting equation.
- 45 Evaluate source documents to journalize transactions.
- 46 Prepare a chart of accounts.
- 47 Prepare customer invoices for a service business.
- 48 Process vendor invoices for a service business.
- 49 Analyze transactions through the use of T accounts.
- 50 Record transactions in a general journal.
- 51 Post journal entries to the general ledger.
- 52 Prepare a trial balance.
- 53 Prepare a work sheet to plan end-of-period adjustments for a service business.
- 54 Prepare financial statements for a service business.
- 55 Examine the differences between net income and net loss.
- 56 Prepare entries to close temporary accounts for a service business.
- 57 Record adjusting and closing entries for a service business.
- 58 Prepare a post-closing trial balance for a service business.
- 59 Describe the steps of the accounting cycle for a service business.
- 60 Describe record-organization and retention-schedule procedures for a service business.
- 61 Identify transactions that require tax review.
- 62 Maintain financial records for a service business, using accounting software.
- 63 Maintain financial records for a service business, using spreadsheet software.

### **Understanding the Accounting Cycle for a Merchandising Business**

- 64 Compare accounting procedures for different types of business ownership and business cycles.
- 65 Differentiate between a service and a merchandising business.
- 66 Differentiate between periodic and perpetual inventory systems in a merchandising business.
- 67 Record sales transactions for a merchandising business.
- 68 Identify special journals and their uses.
- 69 Journalize cash receipts transactions.
- 70 Post from journals to the general ledger and the accounts receivable subsidiary ledger.
- 71 Prepare the schedule of accounts receivable.
- 72 Prepare customer invoices for a merchandising business.
- 73 Process vendor invoices for a merchandising business.
- 74 Record purchase transactions for a merchandising business.
- 75 Journalize cash payment transactions.

- 76 Post from journals to the general ledger and the accounts payable subsidiary ledger.
- 77 Prepare a work sheet to plan end-of-period adjustments for a merchandising business.
- 78 Prepare financial statements for a merchandising business.
- 79 Analyze financial statements for a merchandising business.
- 80 Prepare entries to close temporary accounts for a merchandising business.
- 81 Record adjusting and closing entries for a merchandising business.
- 82 Prepare the post-closing trial balance for a merchandising business.
- 83 Describe the steps of the accounting cycle for a merchandising business.
- 84 Describe record-organization and retention-schedule procedures for a merchandising business.
- 85 Maintain financial records for a merchandising business, using accounting software.
- 86 Maintain financial records for a merchandising business, using spreadsheet software.

### **Understanding Cash Control Systems**

- 87 Reconcile a bank statement.
- 88 Journalize banking transactions.
- 89 Maintain petty cash records.
- 90 Maintain a checking account.
- 91 Prepare entries involving cash short and over.
- 92 Identify security considerations related to internal control procedures.
- 93 Maintain banking records, using accounting software.
- 94 Maintain banking records, using spreadsheet software.

### **Implementing Payroll and Payroll Tax Procedures**

- 95 Describe payroll concepts used to determine gross earnings.
- 96 Explain the purposes of payroll withholdings/deductions.
- 97 Calculate employee gross earnings, withholdings, and net pay on a payroll register.
- 98 Explain employer payroll taxes.
- 99 Calculate employer payroll taxes.
- 100 Journalize payroll and payroll tax expense transactions.
- 101 Maintain employee earnings records.
- 102 Generate payroll checks.
- 103 Identify source documents required for adding and deleting employees from payroll.
- 104 Describe record-organization and retention-schedule procedures for payroll and payroll taxes.
- 105 Prepare employer tax returns.
- 106 Prepare employee tax returns.
- 107 Maintain financial records relating to payroll, using accounting software.
- 108 Maintain financial records relating to payroll, using spreadsheet software.

### **Implementing Accounting for Other Scheduled Procedures**

- 109 Maintain records for depreciation.
- 110 Describe the purpose of aging accounts receivable.
- 111 Analyze records for accounts receivable write-offs.
- 112 Record inventories.
- 113 Maintain records for notes payable and notes receivable.
- 114 Maintain records for prepaids.
- 115 Maintain records for accruals.

### **Understanding Accounting Business Ethics**

- 116 Describe confidentiality concepts and policies for accounting.
- 117 Identify essential characteristics of professional conduct for accountants.  
Preparing for Industry Certification and/or College Level Examination (CLEP) Testing
- 118 Describe the process and requirements for obtaining industry certifications and/or taking CLEP examinations related to the Accounting course.
- 119 Identify testing skills/strategies for a certification and/or CLEP examination.
- 120 Demonstrate ability to successfully complete selected practice examinations (e.g., practice questions similar to those on certification or CLEP exams).
- 121 Successfully complete an industry certification or CLEP examination representative of skills learned in this course (e.g., IC3, NOCTI, CLEP).

**Developing Career Exploration and Employability Skills**

- 122 Explore career opportunities in accounting.
- 123 Identify personal characteristics of a professional accountant.
- 124 Prepare resume in a format suitable for online posting.
- 125 Identify the steps to follow in resigning from a position.
- 126 Create a portfolio containing representative work samples.
- 127 Identify personal presentation standards expected during interviews.
- 128 Develop a professional online presence.

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For further information, please call (757) 263-1070.

### **Notice of Non-Discrimination Policy**

Virginia Beach City Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation/gender identity, pregnancy, childbirth or related medical condition, disability, marital status, age, genetic information or veteran status in its programs, activities, employment, or enrollment, and provides equal access to the Boy Scouts and other designated youth groups. School Board policies and regulations (including, but not limited to, Policies 2-33, 4-4, 5-7, 5-19, 5-20, 5-44, 6-33, 6-7, 7-48, 7-49, 7-57 and Regulations 4-4.1, 4-4.2, 5-44.1, 7-11.1, 7-17.1 and 7-57.1) provide equal access to courses, programs, enrollment, counseling services, physical education and athletic, vocational education, instructional materials, extracurricular activities and employment.

Title IX Notice: Complaints or concerns regarding discrimination on the basis of sex or sexual harassment should be addressed to the Title IX Coordinator, at the VBCPS Office of Student Leadership, 641 Carriage Hill Road, Suite 200, Virginia Beach, 23452, (757) 263-2020, [Mary.Dees@vbschools.com](mailto:Mary.Dees@vbschools.com) (student complaints) or the VBCPS Department of School Leadership, 2512 George Mason Drive, Municipal Center, Building 6, Virginia Beach, Virginia, 23456 (757) 263-1088, [Elizabeth.Bryant@vbschools.com](mailto:Elizabeth.Bryant@vbschools.com) (employee complaints). Additional information regarding Virginia Beach City Public Schools' policies regarding discrimination on the basis of sex and sexual harassment, as well as the procedures for filing a formal complaint and related grievance processes, can be found in School Board Policy 5-44 and School Board Regulations 5-44.1 (students), School Board Policy 4-4 and School Board Regulation 4-4.3 (employees), and on the School Division's website at [Diversity, Equity and Inclusion/Title IX](#). Concerns about the application of [Section 504 of the Rehabilitation Act](#) should be addressed to the Section 504 Coordinator/Executive Director of Student Support Services at (757) 263-1980, 2512 George Mason Drive, Virginia Beach, Virginia, 23456 or the Section 504 Coordinator at the student's school. For students who are eligible or suspected of being eligible for special education or related services under IDEA, please contact the Office of Programs for Exceptional Children at (757) 263-2400, Plaza Annex/Family and Community Engagement Center, 641 Carriage Hill Road, Suite 200, Virginia Beach, VA 23452.

The School Division is committed to providing educational environments that are free of discrimination, harassment, and bullying. Students, staff, parents/guardians who have concerns about discrimination, harassment, or bullying should contact the school administration at their school. Promptly reporting concerns will allow the school to take appropriate actions to investigate and resolve issues. School Board Policy 5-7 addresses non-discrimination and anti-harassment, Policy 5-44 addresses sexual harassment and discrimination based on sex or gender. Policy 5-36 and its supporting regulations address other forms of harassment.

Alternative formats of this publication which may include taped, Braille, or large print materials are available upon request for individuals with disabilities. Call or write The Department of Teaching and Learning, Virginia Beach City Public Schools, 2512 George Mason Drive, P.O. Box 6038, Virginia Beach, VA 23456-0038. Telephone 263-1070 (voice); fax 263-1424; 263-1240 (TDD) or email at [Theresa.Dougherty@vbschools.com](mailto:Theresa.Dougherty@vbschools.com).

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