

Directions:

Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect employability readiness rather than the grades given in class.

Rating Scale:

- 0 No Exposure** – no experience or knowledge in this area
- 1 Not Mastered** – requires instruction and close supervision
- 2 Requires Supervision** – can perform job completely with limited supervision
- 3 Mastered** – can work independently with no supervision

ACCOUNTING II

0	1	2	3	A. Complete the Accounting Cycle Process for a Departmentalized Business	Notes:
				1. Define terminology related to departmentalized accounting	
				2. Journalize transactions in special journals	
				3. Post transactions from special and general journals to general and subsidiary ledgers	
				4. Prepare and maintain payroll records for a departmentalized business	
				5. Prepare a departmental worksheet	
				6. Prepare departmental statements	
				7. Prepare interim departmental statements	
				8. Journalize adjusting and closing entries for a departmentalized business	
				9. Post adjusting and closing entries for a departmentalized business	
				Other:	

0	1	2	3	B. Prepare Advanced Accounting Adjustments	Notes:
				1. Define terminology related to accounting adjustments	
				2. Determine the cost of merchandise inventory using various costing methods	
				3. Explain deferrals and accruals related to the matching principle	
				4. Journalize adjustments of prepaid (deferred) expenses as assets or expenses	
				5. Journalize adjustments of prepaid (deferred) revenue as liabilities or income	
				6. Journalize adjustments of accrued expenses	
				7. Journalize adjustments of accrued revenue	
				8. Journalize reversing entries	
				9. Calculate the maturity date on notes	
				10. Calculate the interest on notes and discounted notes	

				11. Calculate the estimated uncollectible accounts expense	
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				12. Write-off uncollectible accounts using direct and allowance methods	
				13. Collect from previously written-off accounts	
				14. Reinstate previously written-off accounts	
				15. Apply the appropriate accounting concepts and techniques for acquisition, depreciation, and disposal of property, plant assets, and equipment	
				16. Account for the acquisition, depletion, and disposal of natural resources	
				Other:	

0	1	2	3	C. Complete the Accounting Cycle Process for Corporations	Notes:
				1. Define terminology related to the accounting cycle process for corporations	
				2. Explain the purpose of capital stock and retained earnings accounts for a corporation	
				3. Identify the methods for forming a corporation	
				4. Journalize transactions for the formation of a corporation	
				5. Calculate cash/stock dividends (e.g., preferred and common)	
				6. Journalize transactions for stock subscribed	
				7. Journalize the issuance of stock	
				8. Journalize entries for issuing additional capital stock	
				9. Journalize entries for buying and selling treasury stock	
				10. Journalize entries for bonds payable	
				11. Prepare an income statement for a corporation with income tax consideration	
				12. Prepare a statement of stockholders' equity	
				13. Prepare a balance sheet for a corporation	
				14. Convert an amount of foreign currency into the equivalent United States dollar value	
				15. Account for acquisition amortization and disposal of intangible assets	
				16. Journalize adjusting entries for corporations	
				17. Journalize closing entries for corporations	
				18. Complete an advanced manual/automated accounting simulation	
				Other:	

0	1	2	3	D. Complete Cost Accounting Procedures	Notes:
				1. Define terminology related to cost accounting	
				2. Explain the difference between variable, mixed, and fixed cost	

				3. Journalize entries for direct and indirect expenses	
				4. Journalize cost entries for a merchandising business	
				5. Journalize cost entries for a manufacturing business	
				6. Prepare a materials ledger	
				7. Prepare a finished goods ledger for a manufacturing business	
				8. Prepare a cost sheet for a manufacturing business	
				9. Prepare a statement of cost of goods manufactured	
				10. Journalize entries that summarize cost records at the end of the fiscal year	
				Other:	

0	1	2	3	E. Complete Managerial Account Procedures	Notes:
				1. Define terminology related to managerial accounting	
				2. Calculate sales dollars and sales units required to earn a set amount of net income	
				3. Prepare a budgeted income statement	
				4. Prepare a horizontal/vertical income statement and balance sheet (comparative)	
				5. Analyze financial statements using ratio analysis	
				6. Interpret financial statements	
				7. Prepare a statement of cash flows	
				8. Prepare a cash budget	
				9. Prepare a sales budget	
				10. Prepare a purchases budget	
				Other:	

0	1	2	3	F. Apply the Appropriate Accounting Principles to Various Forms of Ownership	Notes:
				1. Apply appropriate accounting principles to government and not-for-profit entities	
				2. Apply appropriate accounting techniques for the formation of allocation of earnings of a partnership	
				3. Journalize the appropriate transactions for the liquidation of a partnership	
				Other:	
0	1	2	3	G. Manage Computerized Accounting Systems	Notes:
				1. Define terminology related to computerized accounting systems	
				2. Use spreadsheet software to prepare graphs/charts to support accounting records	
				3. Use spreadsheets and/or software to maintain	

				departmentalized records	
				4. Use spreadsheets and/or software to record accounting adjustments	
				5. Use spreadsheets and/or software to maintain corporate records	
				6. Use spreadsheets and/or software to maintain cost accounting records	
				7. Use spreadsheets and/or software to maintain managerial accounting records	
				8. Complete an advanced computerized accounting simulation	
				Other:	

0	1	2	3	H. Demonstrate Employability Skills	Notes:
				1. Explain employment opportunities and job responsibilities available in private, public, government, and not-for-profit sectors	
				2. Explain certification requirements for accounting careers	
				3. Apply problem-solving methods	
				4. Demonstrate time management skills	
				5. Exhibit appropriate interpersonal skills for the workplace (e.g., teamwork, communication, attitude, punctuality, and cultural sensitivity)	
				6. Explain the importance of ethical business decisions	
				7. Demonstrate the concepts of integrity and confidentiality related to the accounting profession	
				8. Present accounting topics (e.g., oral, visual, written, and group)	
				Other:	