



Accounting I High School

1.0 Functions as economically literate citizens through the development of personal consumer economic skills, knowledge of social and government responsibility, and an understanding of business operations.

- 1.1 Define accounting terminology related to an accounting system for a service business organized as a proprietorship.
- 1.2 Understand accounting concepts and practices related to an accounting system for a service business organized as a proprietorship.
- 1.3 Demonstrate accounting procedures used in an accounting system for a service business organized as a proprietorship.
- 1.4 Define accounting terminology related to an accounting system for a merchandising business organized as a partnership.
- 1.5 Understand accounting concepts and practices related to an accounting system for a merchandising business organized as a partnership.
- 1.6 Demonstrate accounting procedures used in an accounting system for a merchandising business organized as a partnership.
- 1.7 Define accounting terminology related to an accounting system for a merchandising business organized as a corporation.
- 1.8 Understand accounting concepts and practices related to an accounting system for a merchandising business organized as a corporation.
- 1.9 Demonstrate accounting procedures used in an accounting system for a merchandising business organized as a corporation.

2.0 Demonstrates interpersonal, teamwork, and leadership skills necessary to function in multicultural business settings.

- 2.1 Uses a variety of team membership skills in different workplace settings.
- 2.2 Understands how to work with team members from diverse backgrounds in the workplace.
- 2.3 Knows how to manage conflict within the workplace.
- 2.4 Understands the various roles and responsibilities of a team member.

3.0 Develops career awareness and related skills to enable them to make viable career choices and become employable in a variety of business careers.

- 3.1 Understands entry-level positions, educational requirements, and career opportunities.
- 3.2 Knows the various resources and support systems that are available that can assist in preparing and pursuing a career.

- 3.3 Understands the trends, benefits and problems of chosen career.
- 3.4 Knows that career success involves continuous learning.

4.0 Communicate effectively as writers, listeners, and speakers in social and business settings.

- 4.1 Uses basic social interaction skills in professional situations.
- 4.2 Uses technology to communicate effectively in a business setting.
- 4.3 Uses a variety of customer service strategies to communicate with various business constituencies.
- 4.4 Uses a variety of listening skills to interact with internal and external customers.
- 4.5 Uses formal and informal presentation skills to convey information to others in the workplace.
- 4.6 Uses a variety of written communication skills to receive and convey information to others in the workplace.

5.0 Apply business ethics in personal and business settings.

- 5.1 Understands the obligations of businesses to the government and the community.
- 5.2 Understands the role of ethics in the business world.
- 5.3 Understands ethical concepts, including integrity and confidentiality, as related to the business environment.
- 5.4 Understands the process of making ethical decisions.

6.0 Prepare to become entrepreneurs by drawing from their general understanding of all aspects of business.

- 6.1 Define terminology related to forming and dissolving business organizations.
- 6.2 Understand the legal requirements for forming and dissolving business organizations.
- 6.3 Demonstrate accounting procedures for forming and liquidating various forms of business organizations.

7.0 Apply problem-solving strategies to all facets of business.

- 7.1 Knows how to use a process to solve workplace problems and make decisions, individually and in a group.
- 7.2 Knows how to implement solutions to workplace problems.
- 7.3 Uses data gathering and analysis to confirm the results of a solution.
- 7.4 Uses the basic principles of logic, reasoning, and presenting an argument in a workplace setting.