

COMPUTERIZED ACCOUNTING COMPETENCIES

1. BUSINESS MACHINES
 - a. Demonstrates ability to improve typing speed and accuracy
 - b. Demonstrates use of calculation
2. ACCOUNTING CYCLE
 - a. Demonstrates knowledge of accounting cycle
 - b. Completes simulation
3. COMPUTERIZED ACCOUNTING APPLICATIONS
 - a. Completes computerized general ledger
 - b. Demonstrates knowledge of processing journal entries
 - c. Demonstrates knowledge of financial statement and period-end-closing
 - d. Demonstrates knowledge of computerized accounts payable ledger
 - e. Demonstrates ability to process accounts payable transactions
 - f. Demonstrates ability to process computerized accounts receivable ledger
 - g. Demonstrates knowledge in processing accounts receivable transactions
 - h. Demonstrates knowledge in payroll accounting
4. PREPARATION OF PERSONAL INCOME TAXES
 - a. Demonstrates knowledge of federal income taxes
 - b. Demonstrates knowledge of state income taxes
 - c. Earns certification in Basic including Standards and Conduct through the Internal Revenue Service (IRS) Volunteer Income Tax Assistance (VITA) Program
 - d. Completes community volunteer hours through the IRS VITA Program
5. ELECTRONIC SPREADSHEET OPERATIONS
 - a. Demonstrates knowledge of the purposes and uses of electronic worksheets
 - b. Creates an application worksheet and improve the worksheet appearance
 - c. Uses calculation formulas and functions to produce a worksheet
 - d. Manages documents, files, spreadsheets and Windows
 - e. Demonstrates editing functions on a worksheet
 - f. Demonstrates use of graphic presentations
 - g. Completes automated accounting modules using QuickBooks (inputting daily business activities related to employees, payroll, bookkeeping, accounting and financial documents)
6. PERSONALIZED BANKING
 - a. Understands uses of banking services (simple interest, checks, deposit slips, net pay, credit, and credit cards)
 - b. Understands uses of checking account (check stubs/register, preparing checks, endorsements, bank statement, bank reconciliation worksheets)
 - c. Completes simulated Bank Transactions (transactions, bank statements, loans, hands on balancing 2 months of banking)
7. ESSENTIAL EMPLOYABILITY SKILLS/CAREER PREPARATION STANDARDS
 - a. Demonstrate personal skill development (positive attitude, honesty, self-confidence, time management)
 - b. Demonstrate effective interpersonal skills (group dynamics, conflict resolution, negotiations)
 - c. Demonstrate academic skills, critical thinking and problem-solving in the workplace
 - d. Demonstrate effective communication
 - e. Demonstrate occupational safety issues and observe all safety rules
 - f. Demonstrate career awareness and knowledge of pathways
 - g. Demonstrate ability to adapt to changing technology
 - h. Demonstrate ability to prepare for employment (resume, job application, job interview, and portfolio development)

8. ARTICULATION

Recommended for articulation through Imperial Valley College (IVC). Verification provided by IVC.