

## Applied Accounting Program Standards

### 1. Personal Qualities and People Skills

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Demonstrate a positive work ethic by coming to work	0	2	18	2.90	20
Demonstrate integrity by abiding by workplace policies	0	2	18	2.90	20
Demonstrate teamwork skills by contributing to the	0	7	13	2.65	20
Demonstrate positive self-representation skills by	1	9	10	2.45	20
Demonstrate diversity awareness by working well with all	0	9	11	2.55	20
Demonstrate conflict-resolution skills by negotiating	1	12	7	2.30	20
Demonstrate creativity and resourcefulness by	3	12	5	2.10	20
<i>answered question</i>					<b>20</b>
<i>skipped question</i>					<b>0</b>

### 2. Professional Knowledge and Skills

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Demonstrate effective speaking and listening skills by	1	5	14	2.65	20
Demonstrate effective reading and writing skills by	0	5	15	2.75	20
Demonstrate critical-thinking and problem-solving skills	0	9	11	2.55	20
Demonstrate healthy behaviors and safety skills by	4	11	5	2.05	20
Demonstrate understanding of workplace organizations,	6	9	5	1.95	20
Demonstrate lifelong-learning skills by continually	4	10	6	2.10	20
Demonstrate job acquisition and advancement skills by	6	12	2	1.80	20
Demonstrate time, task, and resource management skills	0	10	10	2.50	20
Demonstrate mathematical skills by using mathematical	3	9	8	2.25	20
Demonstrate customer service skills by identifying and	2	9	9	2.35	20
<i>answered question</i>					<b>20</b>
<i>skipped question</i>					<b>0</b>

### 3. Technology Knowledge and Skills

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Demonstrate proficiency with job-specific technologies	2	11	7	2.25	20
Demonstrate proficiency with information technology by	0	7	13	2.65	20
Demonstrate proper Internet use and security by using	1	11	8	2.35	20
Demonstrate proficiency with telecommunications by	2	13	5	2.15	20
<i>answered question</i>					<b>20</b>
<i>skipped question</i>					<b>0</b>

### 4. Accounting Careers

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Identify student and professional accounting	12	7	1	1.45	20
Identify professional designations and certifications in the	7	11	2	1.75	20
Describe the educational requirements for various	7	10	3	1.80	20
Describe the skills and competencies needed to be	1	14	5	2.20	20
Describe the areas of specialization within the	2	15	3	2.05	20
<i>answered question</i>					<b>20</b>
<i>skipped question</i>					<b>0</b>

## 5. Accounting Ethics

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Discuss business ethics for accounting.	1	10	9	2.40	20
Explain various types of workplace fraud.	2	9	9	2.35	20
Describe how current events impact the accounting	6	10	4	1.90	20
Discuss the use of Generally Accepted Accounting	3	7	10	2.35	20
Explain the need for a code of ethics and accurate	2	7	11	2.45	20
Demonstrate ethical decision-making skills and conduct	0	8	12	2.60	20
<i>answered question</i>					<b>20</b>
<i>skipped question</i>					<b>0</b>

## 6. Career Development Skills

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Apply analytical and critical decision-making skills.	1	10	9	2.40	20
Demonstrate the ability to work within a team concept.	0	12	8	2.40	20
Communicate with liaisons outside the company.	3	11	6	2.15	20
Prepare and deliver oral presentations.	5	9	6	2.05	20
<i>answered question</i>					<b>20</b>
<i>skipped question</i>					<b>0</b>

## 7. Business Ownership

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Explain types of business ownership.	3	12	5	2.10	20
Understand advantages and disadvantages of various	5	9	6	2.05	20
<i>answered question</i>					<b>20</b>
<i>skipped question</i>					<b>0</b>

## 8. Accounting Functions

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Discuss the nature of the accounting cycle.	4	4	11	2.37	19
Demonstrate the effects of transactions on the	1	5	13	2.63	19
Prepare a chart of accounts.	2	5	12	2.53	19
Use T accounts.	2	7	10	2.42	19
Explain a variety of source documents.	1	9	9	2.42	19
Record transactions in a general journal.	2	6	11	2.47	19
Post journal entries to general ledger accounts.	2	6	11	2.47	19
Prepare a trial balance.	2	7	10	2.42	19
Calculate, journalize, and post adjusting entries.	2	6	11	2.47	19
Calculate, journalize, and post closing entries.	2	7	10	2.42	19
Prepare a post-closing trial balance.	2	7	10	2.42	19
Prepare work sheets.	3	8	8	2.26	19
Discuss the purpose of annual reports.	4	11	4	2.00	19
Classify items as assets, liabilities, and owner's equity.	1	4	14	2.68	19
Examine documents for fundamental error detection.	1	9	9	2.42	19
Prepare a bank reconciliation.	2	6	11	2.47	19
<i>answered question</i>					<b>19</b>
<i>skipped question</i>					<b>1</b>

### 9. Business Software Application Packages

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Identify integrated business software application	9	5	4	1.72	18
Demonstrate the ability to use common spreadsheet	1	5	12	2.61	18
<i>answered question</i>					<b>18</b>
<i>skipped question</i>					<b>2</b>

### 10. Financial Statements

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Prepare balance sheets.	4	3	12	2.42	19
Prepare a statement of equity and retained earnings.	4	5	10	2.32	19
Prepare income statements.	3	4	12	2.47	19
Calculate cost of goods sold.	4	6	9	2.26	19
Calculate gross and net profit/loss.	3	6	10	2.37	19
Analyze a company's financial situation using its financial	5	5	9	2.21	19
Explain how accounting information is used to allocate	8	5	6	1.89	19
<i>answered question</i>					<b>19</b>
<i>skipped question</i>					<b>1</b>

### 11. Accounts Payable and Accounts Receivable Functions

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Explain the nature of accounts payable and accounts	2	8	9	2.37	19
Prepare and post to an accounts payable and accounts	3	6	10	2.37	19
Analyze purchase and sales transactions.	5	5	9	2.21	19
Prepare an accounts payable and accounts receivable	3	7	9	2.32	19
Determine uncollectable accounts receivable and	6	5	8	2.11	19
Utilize accounting methods to track, record, and analyze	6	5	8	2.11	19
<i>answered question</i>					<b>19</b>
<i>skipped question</i>					<b>1</b>

### 12. Asset Protection and Internal Controls

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Explain cash control procedures, e.g., internal and	3	9	7	2.21	19
Prove cash.	2	10	7	2.26	19
Journalize and post entries to establish and replenish	4	8	7	2.16	19
Journalize and post entries related to banking activities.	2	9	8	2.32	19
Prepare and endorse checks.	5	10	4	1.95	19
Prepare a deposit slip and compute the checkbook	2	11	6	2.21	19
<i>answered question</i>					<b>19</b>
<i>skipped question</i>					<b>1</b>

### 13. Inventory Records to Track Current Assets

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Record inventory usage.	5	8	6	2.05	19
Process inventory invoice.	5	8	6	2.05	19
Process inventory adjustments.	5	6	8	2.16	19
Determine the value and cost of inventory, e.g. Last In	7	7	5	1.89	19
				<i>answered question</i>	<b>19</b>
				<i>skipped question</i>	<b>1</b>

### 14. Long-Term Assets

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Record the purchase of different types of assets.	3	8	8	2.26	19
Determine the book value of a long term asset.	3	8	8	2.26	19
Prepare depreciation schedules using various methods.	5	5	9	2.21	19
Record the disposition of assets.	4	8	7	2.16	19
				<i>answered question</i>	<b>19</b>
				<i>skipped question</i>	<b>1</b>

### 15. Payroll Procedures

Answer Options	Nice to Know	Need to Know	Critical to Know	Rating Average	Response Count
Maintain employee earnings records.	3	8	8	2.26	19
Calculate employee earnings, e.g., gross earnings, net	4	4	11	2.37	19
Calculate employee-paid withholdings, e.g., federal,	4	5	10	2.32	19
Prepare a payroll register.	5	4	10	2.26	19
Record the payroll in the general journal.	3	6	10	2.37	19
Describe compliance of payroll regulations.	4	7	8	2.21	19
				<i>answered question</i>	<b>19</b>
				<i>skipped question</i>	<b>1</b>