# Centerville Sr. High School Curriculum Mapping Advanced Accounting Mrs. Bonita Klein

# **Advanced Accounting Overview**

Advanced Accounting expands on the Generally Accepted Accounting Principles (GAAP) and procedures for various forms of business ownership using double-entry accounting covered in Accounting Fundamentals, including an emphasis on payroll accounting. Topics covered include calculating gross pay, withholdings, net pay, direct deposits, journalizing payroll transactions and preparing individual earnings records and payroll registers. Emphasis is placed on applying Generally Accepted Accounting Principles through hands-on practice with popular commercial accounting software packages that are currently used in business.

Vincennes University Course Alignment ACCT 100: Basic College Accounting (dual credit is received in Fundamental Accounting *or* Advanced Accounting)

<u>Unit 1 Theme</u> Payroll	<b>Duration of Unit</b> 6 weeks	Essential Question(s) How does the payroll system impact companies and individuals?
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#### **End of Unit 1 Authentic Learning Task**

Using Excel, complete the Reinforcement Activity 2—Part A—An Accounting Cycle for a Corporation Journalizing and posting transactions for the period with an emphasis on payroll.

**Standards:** 4522.D1.1, 4522.D1.2, 4522.D1.3, 4522.D1.4, 4522.D1.5, 4522.D1.6, 4522.D1.7

# Pacing: Semester 1, Quarter 1, 6 weeks

#### **Indiana Academic Standards**

4522.D1.1, 4522.D1.2, 4522.D1.3, 4522.D1.4, 4522.D1.5, 4522.D1.6, 4522.D1.7

# **Academic Vocabulary**

wage, salary, commission, total earnings, pay period, payroll, payroll clerk, time clock, payroll taxes, withholding allowance, payroll deduction, Social Security tax, Medicare tax, accumulated earnings, tax base, qualified retirement plan, 401 (k), individual retirement account (IRA), Roth individual retirement account (Roth IRA), payroll register, net pay, employee earnings record, voucher check, direct deposit salary expense, federal unemployment tax, state unemployment tax, deposit, lookback period

## Chapter 12

- I can explain how employees are paid.
- I can calculate hourly employee earnings.
- I can demonstrate the process for determining federal income tax withholdings.
- I can demonstrate the process for calculating social security and Medicare taxes.
- I can explain the benefit of funding medical and retirement plans with pretax contributions.
- I can prepare a payroll register.
- I can prepare employee earnings records.
- I can justify the sue of a payroll checking account.
- I can prepare employee payroll checks.

#### Chapter 13

- I can analyze a payroll transaction.
- I can journalize payroll including employee payroll taxes.
- I can calculate and record employer payroll taxes.
- I can prepare selected payroll tax reports.
- I can pay and record withholding and payroll taxes.

# Chapter 12

- How are employees paid?
- What are the steps for calculating hourly employee earnings?
- What is the process for determining federal income tax withholdings?
- What is the process for calculating social security and Medicare taxes?
- What is the benefit of funding medical and retirement plans with pretax contributions?
- How is a payroll register prepared?
- How is an employee earnings record prepared?
- What is the purpose of the use of a payroll checking account?
- What is the process to prepare employee payroll checks?

# Chapter 13

- What is the step to analyze a payroll transaction?
- What is the process to journalize a payroll including employee payroll taxes?
- How are employer payroll taxes calculated and recorded?
- How are selected payroll tax reports prepared?
- How are withholding and payroll taxes paid and recorded?

## **Resources/Activities**

# Chapter 12

Work together 12-1, 12-2, 12-3

On Your Own 12-1, 12-2, 12-3

Application Problem 12-1, 12-2, 12-3

Mastery Problem 12-1, 12-2, 12-3

Challenge Problem 12-1, 12-2, 12-3

Audit Your Understanding 12-1, 2, 3, 4

## Chapter 13

Work together 13-1, 13-2, 13-3

On Your Own 13-1, 13-2, 13-3

Application Problem 13-1, 2-2, 13-3

Mastery Problem 13-1, 13-2, 13-3

Challenge Problem 13-1, 13-2, 13-3

Audit Your Understanding 13-1, 2, 3, 4

## Assessment(s)

Audit Your Understanding Questions

On Your Own Problems

**Application Problems** 

**Mastery Problems** 

Challenge Problems

**Chapter Tests** 

Reinforcement Activity 2—Part A

Payroll Task Card Activity	
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#### **Unit 2 Theme**

Accounting for a Merchandising Business Organized as a Corporation end-of-fiscal-period work.

#### **Duration of Unit**

12 weeks

## **Essential Question(s)**

What are the main differences in the end-of-fiscal-period work for a Merchandising Business organized as a corporation and a service business?

# **End of Unit 3 Authentic Learning Task**

Students will complete Reinforcement Activity Project 2—Part B—An Accounting Cycle for a Corporation: End-of-Fiscal-Period Work

#### **Standards:**

4522.D2.1, 4522.D2.2, 4522.D2.3, 4522.D2.5

Pacing: Unit 2 Chapter 14-17 Semester 1, Quarter 1 & 2, 12 weeks

# **Indiana Academic Standards**

4522.D2.1, 4522.D2.2, 4522.D2.3, 4522.D2.5

#### **Academic Vocabulary**

uncollectible accounts, allowance method, book value, book value of accounts receivable, net realizable value, percent of sales method, percent of accounts receivable method, aging of accounts receivable, writing off an account, direct write-off method, promissory note, note payable, note receivable, maker of a note, payee, principal, interest rate, maturity date, time of a note, maturity value, internet income, dishonored note unadjusted trial balance, beginning inventory, ending inventory, accrued revenue, accrued interest income, current assets, plant assets, depreciation, depreciation expense, salvage value, useful life, straight-line method of depreciation, accumulated depreciation, book value of a plant asset, adjusted trial balance, tax bracket, marginal tax rate, operating revenue, net sales, cost of merchandise sold, gross profit, operating expenses, income from operations, state of stockholders' equity, par value, current liabilities, long-term liabilities, supporting schedule, profitability ratio, benchmark, comparative financial statements, trend analysis, profit margin, gross margin, operating margin, operating expense ratio, solvency ratio, debt ratio, horizontal analysis, earnings per share, market ratio, dividend yield, price-earnings ratio, liquidity ratio, working capital, current ratio, quick assets, quick ratio

## **Key Concepts/Learning Targets**

#### Chapter 14

- I can explain the purpose of the allowance method for recording losses from uncollectible accounts.
- I can estimate uncollectible accounts expenses using an again of accounts receivable.
- I can record the adjusting entry for the allowance for uncollectible accounts.
- I can write off uncollectible accounts receivable.
- I can account for the collection of an account receivable that was written off.
- I can record the acceptance of a note receivable.
- I can account for the collection of a note receivable.
- I can account for a dishonored note receivable.

#### Chapter 15

- I can prepare an unadjusted trial balance.
- I can adjust supplies and prepaid insurance.
- I can adjust merchandise inventory.
- I can adjust interest receivable.
- I can calculate depreciation expense using the straight-line method.
- I can adjust accumulated depreciation.
- I can post adjusting entries.
- I can adjust federal income tax payable.
- I can prepare an adjusted trial balance.

# Chapter 16

- I can prepare an income statement for a merchandising business organized as a corporation.
- I can prepare a statement of stockholders' equity.
- I can prepare a balance sheet for a business organized as a corporation.
- I can prepare closing entries.
- I can prepare a post-closing trial balance.

#### Chapter 17

- I can analyze an income statement using vertical analysis.
- I can perform vertical analysis of a balance sheet.

#### **Question Stems**

## Chapter 14

- What is the purpose of the allowance method for recording losses from uncollectible accounts?
- What is the process to estimate uncollectible accounts expenses using an aging of accounts receivable?
- What are the steps to record the adjusting entry for the allowance for uncollectible accounts?
- What is the entry to write off an uncollectible accounts receivable?
- What are the steps for the collection of an account receivable that was written off?
- How is acceptance of a note receivable recorded?
- How is the collection of a note receivable recorded?
- How is a dishonored note receivable accounted for?

## Chapter 15

- What are the steps to prepare an unadjusted trial balance?
- What are the debit and credit accounts to adjust supplies and prepaid insurance?
- What are the debit and credit accounts to adjust merchandise inventory?
- What are the debit and credit steps to adjust interest receivable?
- What is the process to calculate depreciation expense using the straight-line method?
- What are the debit and credit accounts to adjust accumulated depreciation?
- What are the steps to post adjusting entries?
- What are the debit and credit accounts to adjust federal income tax payable?
- What are the steps to prepare an adjusted trial balance?

#### Chapter 16

- What are the steps to prepare an income statement for a merchandising business organized as a corporation?
- What is the purpose of the statement of stockholders' equity and how is it prepared?
- What is the process to prepare a balance sheet for a business organized as a corporation?

- I can analyze a balance sheet using vertical analysis.
- I can perform horizontal analysis on an income statement.
- I can perform horizontal analysis on a balance sheet.
- I can calculate earnings per share.
- I can calculate and interpret market ratios.
- I can calculate and interpret liquidity ratios.

# • What accounts are included when preparing closing entries?

• What accounts are listed on a post-closing trial balance?

# Chapter 17

- What is it important to analyze an income statement using vertical analysis?
- How is a vertical analysis of a balance sheet performed?
- What is the purpose of analyzing a balance sheet using vertical analysis?
- How is a horizontal analysis on an income statement performed?
- How is a horizontal analysis on a balance sheet performed?
- How are earnings per share calculated?
- How are market ratios calculated and interpreted?
- How are liquidity ratios calculated and interpreted?

#### **Resources/Activities**

# Chapter 14

Work together 14-1, 14-2, 14-3 On Your Own using Excel 14-1, 14-2, 14-3 Application Problem using Excel 14-1, 14-2, 14-3 Mastery Problem using Excel 14-1, 14-2, 14-3 Challenge Problem using Excel 14-1, 14-2, 14-3 Audit Your Understanding 1-3

## Chapter 15

Work together 15-1, 15-2, 15-3 On Your Own using Excel 15-1, 15-2, 15-3 Application Problem using Excel 15-1, 15-2, 15-3 Mastery Problem using Excel 15-1, 15-2, 15-3 Challenge Problem using Excel 15-1, 15-2, 15-3 Audit Your Understanding 1-5

#### **Resources/Activities**

# Chapter 16

Work together using 16-1, 16-2, 16-3 On Your Own using Excel 16-1, 16-2, 16-3 Application Problem using Excel 16-1, 16-2, 16-3 Mastery Problem using Excel 16-1, 16-2, 16-3 Challenge Problem using Excel 16-1, 16-2, 16-3 Audit Your Understanding 1-3

# Chapter 17

Work together 17-1, 17-2, 17-3 On Your Own using Excel 17-1, 17-2, 17-3 Application Problem using Excel 17-1, 17-2, 17-3 Mastery Problem using Excel 17-1, 17-2, 17-3 Challenge Problem using Excel 17-1, 17-2, 17-3 Audit Your Understanding 1-3

# Assessment(s)

Audit Your Understanding Questions On Your Own Problems using Excel Application Problems using Excel Mastery Problems using Excel Challenge Problems using Excel

#### **Unit 3 Theme**

Accounting for a Merchandising Business Organized as a Corporation—Adjustments and Valuation

#### **Duration of Unit**

9 weeks

## **Essential Question(s)**

For a merchandising business organized as a corporation what are the inventory controls that are necessary to maintain accurate records?

# **End of Unit 3 Authentic Learning Task**

Students will use QuickBooks to complete Reinforcement Activity Project 3—Part A— An Accounting Cycle for a Corporation: Journalizing, Posting Transactions and End-of-Fiscal-Period Work.

#### **Standards:**

4522.D2.1, 4522.D2.2, 4522.D2.3, 4522.D2.5

# Pacing: Unit 3 Chapters 18-20 Semester 2, Quarter 3

## **Indiana Academic Standards**

4522.D2.1, 4522.D2.2, 4522.D2.3, 4522.D2.4, 4522.D2.5

#### **Academic Vocabulary**

revenue expenditure, debt financing, line of credit, prime interest rate, interest expense, non-operating expenses, capital expenditures, collateral, bond, bond issue, stated interest rate equity financing, par value, issue date, preferred stock, cost of capital financial leverage, return on investment, real property, personal property, assessed value. plant asset record, gain, gain on plant assets, loss, loss on plant assets, accelerated depreciation, declining-balance method of depreciation, intangible asset, amortization, inventory record, stock record, stock ledger, first-in, first-out inventory costing method (FIFO), last-in, first-out inventory costing method (LIFO), weighted-average inventory costing method, market value, lower of cost or market inventory costing method (LCM), gross profit method of estimating inventory

#### **Key Concepts/Learning Targets**

## Chapter 18

- I can identify available resources of debt financing.
- I can journalize transactions related to short-term debt financing.

## **Ouestion Stems**

# Chapter 18

- What resources are available for debt financing?
- How are transactions related to short-term debt financing?

- I can identify the components of a loan application.
- I can journalize transactions related to long-term financing.
- I can identify factors influencing financing decisions.
- I can analyze the impact of financial leverage.

## Chapter 19

- I can record the buying of a plant asset.
- I can analyze the cost of individual assets bought as a bundle.
- I can calculate and record the payment of property tax.
- I can calculate depreciation expense.
- I can calculate depreciation for a partial year.
- I can calculate accumulated depreciation and book value.
- I can prepare plant asset records.
- I can journalize annual depreciation expense.
- I can record the sale of a plant asset for book value.
- I can record the sale of a plant asset for more/less than book value.
- I can calculate depreciation using the double declining-balance method.
- I can record the buying of an intangible asset.
- I can calculate and record amortization expense.

# Chapter 20

- I can prepare a stock record.
- I can calculate the cost of merchandise inventory using the first-in, first-out (LIFO) inventory costing method.
- I can calculate the cost of merchandise inventory using the weighted-average inventory costing method.
- I can estimate the cost of merchandise inventory using the gross profit method of estimating inventory.

- What are the components of a loan application?
- What are the transactions related to long-term financing?
- What factors influence financing decisions?
- What impacts financial leverage?

#### Chapter 19

- What is the process to record the buying of a plant asset?
- What are the cost benefits of assets bought as a bundle?
- What are the steps to calculate and record payments of property tax?
- How is depreciation expense calculated?
- How is depreciation expense calculated for a partial year?
- How is accumulated depreciation and book value calculated?
- What is the process to prepare plant asset records?
- How is annual depreciation expense journalized?
- How is the sale of plan asset for book value recorded?
- How is the sale of plant asset for more/less than book value recorded?
- How is depreciation calculated using double declining-balance method?
- How is the buying of an intangible asset recorded?
- How is amortization expense calculated and recorded?

# Chapter 20

- What is the process to prepare a stock record?
- How is the cost of merchandise inventory using the first-in, first-out (LIFO) inventory costing method calculated?
- How is the cost of merchandise inventory using the weighted-average inventory costing method calculated?
- How is the cost of merchandise inventory using the gross profit method of estimating inventory estimated?

Resources/Activities

# **Resources/Activities**

# Chapter 18

Work together 18-1, 18-2, 18-3, 18-4 On Your Own using Excel 18-1, 18-2, 18-3, 18-4

Application Problem using Excel 18-1, 18-2, 18-3, 18-4

Mastery Problem using Excel 18-M Challenge Problem using Excel 18-C

#### Chapter 20

Work together 20-1, 20-2, 20-3

On Your Own using Excel 20-1, 20-2, 20-3

Application Problem using Excel 20-1, 20-2, 20-3

Mastery Problem using Excel 20-1, 20-2, 20-3

Challenge Problem using Excel 20-1, 20-2, 20-3

Audit Your Understanding 18-1, 2, 3, 4

#### Chapter 19

Work together 19-1, 19-2, 19-3, 19-4, 19-5, 19-6
On Your Own using Excel 19-1, 19-2, 19-3, 19-4, 19-5, 19-6
Application Problem using Excel 19-1, 19-2, 19-3, 19-4, 19-5, 19-6
Mastery Problem using Excel 19-1, 19-2, 19-3, 19-4, 19-5, 19-6
Challenge Problem using Excel 19-1, 19-2, 19-3, 19-4, 19-5, 19-6
Audit Your Understanding 1-6

Audit Your Understanding 1-3

#### Assessment(s)

Audit Your Understanding Questions
On Your Own Problems using Excel
Application Problems using Excel
Mastery Problems using Excel
Challenge Problems using Excel
Chapter Tests
Reinforcement Activity Project 3—Part A using QuickBooks

**Unit 4 Theme** 

Accounting for Partnerships and Recording International and Internet Sales

**Duration of Unit** 

9 weeks

**Essential Question(s)** 

What are the significate differences between sole proprietorships, corporations and partnerships in the recording transactions affecting capital accounts?

## **End of Unit 4 Authentic Learning Task**

Students will use QuickBooks to complete Reinforcement Activity Project 3—Part B— An Accounting Cycle for a Corporation: Journalizing, Posting Transactions and End-of-Fiscal-Period Work.

#### **Standards:**

4522.D2.1, 4522.D2.2, 4522.D2.3, 4522D2.4, 4522.D2.5

# Pacing: Unit 4, Chapters 21- 24 Semester 2, Quarter 4

## **Indiana Academic Standards**

4522.D2.1, 4522.D2.2, 4522.D2.3, 4522.D2.4, 4522.D2.5

# **Academic Vocabulary**

accrual, deferral, reversing entry, accrued expenses, accrued interest expense, deferred revenue, deferred expenses, cash flow, statement of cash flows, operating activities, investing activities, financing activities, partnership, partner, partnership agreement, distribution of net income statement, owners' equity statement, liquidation of a partnership, realization, exports, imports, contract sale, letter of credit, bill of lading, commercial invoice, draft, sight draft, time draft, trade acceptance

# **Key Concepts/Learning Targets**

#### Chapter 21

- I can record the reversing entry for accrued revenue.
- I can record an entry to receive payment for a note receivable with accrued interest.
- I can calculate accrued interest expense.
- I can record the adjusting entry for an accrued expense.
- I can record the reversing entry for an accrued expense.
- I can record an entry to pay an installment on a note payable with accrued interest.
- I can record an entry to receive cash on deferred revenue.
- I can calculate the amount and record the entry for deferred revenue when earned.
- I can record an entry to pay cash on a deferred expense.
- I can calculate the amount and record the entry for a deferred expense when incurred.

#### Chapter 22

- I can plan and record end-of-fiscal-period adjustments for a merchandising business organized as a corporation.
- I can prepare an income statement for a merchandising business organized as a corporation.
- I can prepare a statement of stockholders' equity for a merchandising business organized as a corporation.
- I can prepare a balance sheet for a merchandising business organized as a corporation.
- I can prepare a statement of cash flows for a merchandising business organized as a corporation.
- I can record closing entries for a merchandising business organized as a corporation.
- I can record reversing entries for a merchandising business organized as a corporation.

## Chapter 23

- I can journalize entries to record investments by partners.
- I can journalize entries to record withdrawals by partners.
- I can prepare a distribution of net income state for a partnership.
- I can prepare an owners' equity statement for a partnership.

#### **Question Stems**

## Chapter 21

- What is the correct method to record the reversing entry for accrued revenue?
- How do you record an entry to receive payment for a note receivable with accrued interest?
- How is accrued interest expense calculate?
- What are the steps to record adjusting and reversing entry to an accrued expense?
- How do you record an entry to pay an installment on a note payable with accrued interest?
- What are the correct steps to record an entry to receive cash on deferred revenue?
- How do you calculate the amount and record the entry for deferred revenue when earned?
- What is the entry to record cash paid on a deferred expense?
- How do you calculate the amount and record the entry for a deferred expense when incurred?

#### Chapter 22

- What is the process to plan and record end-of-fiscal-period adjustments for a merchandising business organized as a corporation?
- What are the steps to prepare an income statement for a merchandising business organized as a corporation?
- What are the steps to prepare a statement of stockholders' equity for a merchandising business organized as a corporation?
- What are the steps to prepare a balance sheet for a merchandising business organized as a corporation?
- What are the steps to prepare a statement of cash flows for a merchandising business organized as a corporation?
- What are the steps to record closing entries for a merchandising business organized as a corporation?
- What are the steps to record reversing entries for a merchandising business organized as a corporation?

# Chapter 23

• What are the steps to journalize entries to record investments by partners?

- I can calculate and record a gain on realization.
- I can calculate and record a loss on realization.
- I can journalize entries to liquidate a partnership.

#### Chapter 24

- I can explain the purpose of entering the export and import markets.
- I can describe issues that must be considered before making international sales.
- I can explain the documentation that must be produced to process international sales.
- I can account for international sales.
- I can account for time drafts.
- I can account for an Internet sale.

- What are the steps to journalize entries to record withdrawals by partners?
- How is the distribution of net income statement for a partnership prepared?
- How is an owners' equity statement for a partnership prepared?
- How do you calculate and record a gain on realization?
- How do you calculate and record a loss on realization?
- What are the journal entries to liquidate a partnership?

#### Chapter 24

- What is the purpose of entering the export and import markets?
- What issues must be considered before making international sales?
- What is the documentation that must be produced to process international sales?
- What is the process to account for international sales?
- What is the process to account for time drafts?
- What is the process to account for an Internet sale?

#### **Resources/Activities**

#### Chapter 21

Work together 21-1, 21-2, 21-3

On Your Own using Excel 21-1, 21-2, 21-3

Application Problem using Excel 21-1, 21-2, 21-3

Mastery Problem using Excel 21-1, 21-2, 21-3

Challenge Problem using Excel 21-1, 21-2, 21-3

Audit Your Understanding 1-3

#### Chapter 22

Work together 22-1, 22-2, 22-3

On Your Own using Excel 22-1, 22-2, 22-3

Application Problem using Excel 22-1, 22-2, 22-3

Mastery Problem using Excel 22-1, 22-2, 22-3

Challenge Problem using Excel 22-1, 22-2, 22-3

Audit Your Understanding 1-3

#### Chapter 23

Work together 23-1, 23-2, 23-3

On Your Own using Excel 23-1, 23-2, 23-3

#### **Resources/Activities**

# Chapter 24

Work together 24-1, 24-2

On Your Own using Excel 24-1, 24-2

Application Problem using Excel 24-1, 24-2

Mastery Problem using Excel 24-M

Challenge Problem using Excel 24-C

Audit for Errors

Audit Your Understanding 24-1, 2

## Assessment(s)

**Audit Your Understanding Questions** 

On Your Own Problems using Excel

Application Problems using Excel

Mastery Problems using Excel

Challenge Problems using Excel

**Chapter Tests** 

Reinforcement Activity Project 3—Part B Using QuickBooks

Application Problem using Excel 23-1, 23-2, 23-3 Mastery Problem using Excel 23-1, 23-2, 23-3 Challenge Problem using Excel 23-1, 23-2, 23-3	
Audit for Errors Audit Your Understanding 23-1, 2, 3	

# Indiana Academic Standards Addressed and Assessed Each Term Accounting Fundamentals

(A=assessed; I=introduced; P=practiced; R=reviewed) (Green=high priority; Yellow=moderate priority; Blue=low priority)

Standard	Standard Statement	Term 1	Term 2	Term 3	Term 4	
4522.D1.1	Understand and apply the Fair Labor Standards Act, Social Security, Federal Income Tax Withholding, Unemployment tax, and other laws and acts that affect payroll.	A, I, P, R	P, R			
4522.D1.2	Calculate gross pay, regular pay, overtime pay, and overtime premium pay.	A, I, P, R	P, R			
4522.D1.3	Calculate the following withholdings from gross pay: FICA, Federal Income Tax, State Income Tax, County Income Tax, and other deductions.	A, I, P, R	P, R			
4522.D1.4	Calculate employer taxes and other employee benefits (paid by the employer): FICA, FUTA, SUTA, workers' compensation, and other benefits paid by employer.	A, I, P, R	P, R			
4522.D1.5	Record payroll data using the double-entry accounting method of recording, classifying, summarizing, and reporting transactions.	A, I, P, R	P, R			
4522.D1.6	Prepare appropriate payroll tax forms: withholding tax (Federal and State), unemployment tax, (Federal and State), payroll register, employee's earnings record, other appropriate forms or schedules.	A, I, P, R	P, R			
4522.D1.7	Demonstrated project or a series of learning problems.	A, I, P, R	P, R			
Accounting Systems Applications						
4522.D2.1	Use accounting software to set up a company's General Ledger Chart of Accounts and needed subsidiary ledgers including but not limited to Accounts Receivable, Accounts Payable, Inventory, Fixed Assets, and Payroll			A, I, P, R		
4522.D2.2	Use accounting software to perform the complete accounting cycle to analyze, to record in the most appropriate module, to adjust, to report and to perform periodic closing of financial information.			A, I, P, R		
4522.D2.3	Analyze data and reports generated by accounting software.				A, P, R	

4522.D2.4	Communicate effectively using correct Standard English, both orally and in writing by completion of papers, projects and/or presentations. Input numeric data using proper keying techniques.	A, I, P, R	A, P, R	A, P, R	A, P, R
4522.D2.5	Think critically and independently analyze to solve accounting problems.	A, I, P, R	A, P, R	A, P, R	A, P, R