

Accounting Applications 1		8203310	
Outcome # 02.0 APPLY COMMUNICATION SKILLS (READING, WRITING, SPEAKING, LISTENING, AND VIEWING) IN A COURTEOUS, CONCISE, AND CORRECT MANNER ON PERSONAL AND PROFESSIONAL LEVELS—THE STUDENT WILL BE ABLE TO:			
Performance Task# 02.15 Organize ideas and communicate oral and written messages appropriate to an accounting environment.			
SSS Strand: Reading		Essential Work Skills	
LA.A 1.4.2	H Selects and uses strategies to understand words and text, and to make and confirm inferences from what is read, including interpreting diagrams, graphs, and statistical illustrations.	e50	Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.
		e53	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.
LA.A 2.4.4	H Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
SSS Strand: Listening, Viewing and Speaking		Essential Work Skills	
LA.C 1.4.1	L Selects and uses appropriate listening strategies according to the intended purpose, such as solving problems, interpreting and evaluating the techniques and intent of a presentation, and taking action in career-related situations.	e25	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
LA.C 3.4.2	L Selects and uses a variety of speaking strategies to clarify meaning and to reflect understanding, interpretation, application, and evaluation of content processes, or experiences, including asking relevant questions when necessary, making appropriate and meaningful comments, and making insightful observations.	e59	Respond orally to fellow student's opinions during presentations by asking questions, asking for clarification, agreeing and /or disagreeing courteously.
		e69	Participate in a one-on-one conference by relating essential information, asking questions on the topic, and using language to clarify information.
LA.C 3.4.4	L Applies oral communication skills to interviews, group presentations, formal presentations, and impromptu situations.	e10	Prepare and deliver individual speeches by gathering information, rehearsing, making eye contact, speaking loudly enough, delivering information in a well organized fashion, and appealing to the needs of the target audience.
LA.C 3.4.5	L Develops and sustains a line of argument and provides appropriate support	e27	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.
Performance Task# 02.16 Collaborate with individuals and teams to complete tasks and solve accounting problems.			
SSS Strand: Listening, Viewing and Speaking		Essential Work Skills	
LA.C 1.4.1	L Selects and uses appropriate listening strategies according to the intended purpose, such as solving problems, interpreting and evaluating the techniques and intent of a presentation, and taking action in career-related situations.	e25	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
LA.C 1.4.4	L Identifies bias, prejudice, or propaganda in oral messages.	e70	Analyze and evaluate a speaker's statements of opinion, personal preference and values.

LA.C 2.4.2	L	Understands factors that influence the effectiveness of nonverbal cues used in nonprint media, such as the viewer's past experiences and preferences, and the context in which the cues are presented.	e63	Interpret non-verbal cues such as body language and visual aids.
LA.C 3.4.2	L	Selects and uses a variety of speaking strategies to clarify meaning and to reflect understanding, interpretation, application, and evaluation of content processes, or experiences, including asking relevant questions when necessary, making appropriate and meaningful comments, and making insightful observations.	e59	Respond orally to fellow student's opinions during presentations by asking questions, asking for clarification, agreeing and /or disagreeing courteously.
LA.C 3.4.4	L	Applies oral communication skills to interviews, group presentations, formal presentations, and impromptu situations.	e69	Participate in a one-on-one conference by relating essential information, asking questions on the topic, and using language to clarify information.
			e10	Prepare and deliver individual speeches by gathering information, rehearsing, making eye contact, speaking loudly enough, delivering information in a well organized fashion, and appealing to the needs of the target audience.
LA.C 3.4.5	L	Develops and sustains a line of argument and provides appropriate support	e27	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.

Performance Task# 02.17 Identify, define, and discuss professional accounting terminology appropriate for internal and external communications in an accounting environment.

SSS Strand: Reading		Essential Work Skills		
LA.A 1.4.3	L	Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	e09	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.
			e30	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.
			e49	Read for main idea first and then read for detail.
LA.A 2.4.4	H	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: Writing		Essential Work Skills		
LA.B 2.4.1	L	Writes text, notes, outlines, comments, and observations that demonstrate comprehension and synthesis of content, processes, and experiences from a variety of media.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

Outcome # 04.0 DEVELOP AN AWARENESS OF MANAGEMENT FUNCTIONS AND ORGANIZATIONAL STRUCTURES AS THEY RELATE TO TODAY'S WORKPLACE AND EMPLOYER/EMPLOYEE ROLES—THE STUDENT WILL BE ABLE TO:

Performance Task# 04.05 Demonstrate an awareness of the roles and responsibilities of employees within the organization of an accounting department.

SSS Strand: Reading		Essential Work Skills		
----------------------------	--	------------------------------	--	--

LA.A 1.4.3	L	Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.	e09	Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.
			e30	Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.
			e49	Read for main idea first and then read for detail.
LA.A 2.4.4	H	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

Performance Task# 04.06 Participate as an active team leader and/or team member.

SSS Strand: Listening, Viewing and Speaking			Essential Work Skills	
LA.C 1.4.1	L	Selects and uses appropriate listening strategies according to the intended purpose, such as solving problems, interpreting and evaluating the techniques and intent of a presentation, and taking action in career-related situations.	e25	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
LA.C 1.4.3	L	Uses effective strategies for informal and formal discussions, including listening actively and reflectively, connecting to and building on the ideas of a previous speaker, and respecting the viewpoints of others.	e32	Make informed judgments about the content, organization, and delivery of spoken communication.
			e59	Respond orally to fellow student's opinions during presentations by asking questions, asking for clarification, agreeing and /or disagreeing courteously.
			e69	Participate in a one-on-one conference by relating essential information, asking questions on the topic, and using language to clarify information.
			e70	Analyze and evaluate a speaker's statements of opinion, personal preference and values.
LA.C 2.4.2	L	Understands factors that influence the effectiveness of nonverbal cues used in nonprint media, such as the viewer's past experiences and preferences, and the context in which the cues are presented.	e63	Interpret non-verbal cues such as body language and visual aids.
LA.C 3.4.1	L	Uses volume, stress, pacing, enunciation, eye contact, and gestures that meet the needs of the audience and topic.	e92	Identify and interpret vocal characteristics that influence meaning such as tone, volume, pitch, and rate.
LA.C 3.4.4	L	Applies oral communication skills to interviews, group presentations, formal presentations, and impromptu situations.	e10	Prepare and deliver individual speeches by gathering information, rehearsing, making eye contact, speaking loudly enough, delivering information in a well organized fashion, and appealing to the needs of the target audience.

Outcome # 05.0 PRACTICE QUALITY PERFORMANCE IN THE LEARNING ENVIRONMENT AND THE WORKPLACE—THE STUDENT WILL BE ABLE TO:

Performance Task# 05.07 Apply appropriate organizational skills to manage time and resources.

SSS Strand: Writing			Essential Work Skills	
LA.B 2.4.2	L	Organizes information using appropriate systems.	e12	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.

SSS Strand: Measurement		Essential Work Skills	
MA.B 3.4.1	H Solves real-world and mathematical problems involving estimates of measurements, including length, time, weight/mass, temperature, money, perimeter, area, and volume, and estimates the effects of measurement errors on calculations.	m33	Use the technique of dimensional analysis to convert units of measure (e.g., convert km/hr to m/min) including drawing to scale and applying ratios. Understand and use various techniques for estimating, making and converting measure; and using these to perform dimensional analysis.
Performance Task# 05.08 Perform tasks accurately, completely, and with attention to detail a consistent basis.			
SSS Strand: Reading		Essential Work Skills	
LA.A 1.4.4	L Applies a variety of response strategies, including rereading, note taking, summarizing, outlining, writing a formal report, and relating what is read to his or her own experiences and feelings.	e34	Use ideas from journals, class discussion and literary criticism to write a paper that expresses a personal opinion, sustains a controlling idea, or uses specific evidence from literary texts to support an opinion.
		e35	Apply the information gathered from technical texts in real-life situations.
		e53	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.
		e60	Relate situations, events, and characters in a reading selection to personal experience.
		e72	Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader.
		e94	Use response journals to jot down ideas from reading literary texts.
SSS Strand: Number Sense, Concepts and Operations		Essential Work Skills	
MA.A 3.4.3	H Adds, subtracts, multiplies, and divides real numbers, including square roots and exponents, using appropriate methods of computing, such as mental mathematics, paper and pencil, and calculator.	m01	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
		m44	Perform operations with radicals such as addition, subtraction, multiplication, and division of two or more irrational numbers and express as the square root of a positive integer or as the product of a rational number and the square root of a positive integer.
		m62	Understand the characteristics of algorithms and how they are used for finding the greatest common denominator of two numbers and the solutions of quadratic equations.
MA.A 4.4.1	H Uses estimation strategies in complex situations to predict results and to check the reasonableness of results.		No Essential Work Skill
Outcome # 06.0	INCORPORATE APPROPRIATE LEADERSHIP AND SUPERVISION TECHNIQUES, CUSTOMER SERVICE STRATEGIES, AND STANDARDS OF PERSONAL ETHICS TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—THE STUDENT WILL BE ABLE TO:		

Performance Task# 06.13 Project a professional image through appropriate business attire, ethical behavior, personal responsibility, flexibility, and respect for confidentiality.

SSS Strand:	Essential Work Skills
No SSS Link to this Student Performance Standard.	No Essential Work Skill

Performance Task# 06.14 Follow accepted rules, regulations, policies, and workplace safety.

SSS Strand: Reading	Essential Work Skills
LA.A 1.4.2 H Selects and uses strategies to understand words and text, and to make and confirm inferences from what is read, including interpreting diagrams, graphs, and statistical illustrations.	e50 Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important. e53 Apply personal or objective criteria for evaluating informational, persuasive and literary materials.
LA.A 1.4.4 L Applies a variety of response strategies, including rereading, note taking, summarizing, outlining, writing a formal report, and relating what is read to his or her own experiences and feelings.	e34 Use ideas from journals, class discussion and literary criticism to write a paper that expresses a personal opinion, sustains a controlling idea, or uses specific evidence from literary texts to support an opinion. e35 Apply the information gathered from technical texts in real-life situations. e53 Apply personal or objective criteria for evaluating informational, persuasive and literary materials. e60 Relate situations, events, and characters in a reading selection to personal experience. e72 Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader. e94 Use response journals to jot down ideas from reading literary texts.

Outcome # 07.0 APPLY MATHEMATICAL OPERATIONS AND PROCESSES AS WELL AS FINANCIAL PLANNING STRATEGIES TO COMMONLY OCCURRING SITUATIONS IN THE WORKPLACE TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—THE STUDENT WILL BE ABLE TO:

Performance Task# 07.06 Apply appropriate mathematical processes to accounting applications.

SSS Strand: Number Sense, Concepts and Operations	Essential Work Skills
MA.A 3.4.1 H Understands and explains the effects of addition, subtraction, multiplication and division on real numbers, including square roots, exponents, and appropriate inverse relationships.	m01 Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions. m24 Understand the basic properties and laws of exponents and scientific notation. m44 Perform operations with radicals such as addition, subtraction, multiplication, and division of two or more irrational numbers and express as the square root of a positive integer or as the product of a rational number and the square root of a positive integer.

	m62	Understand the characteristics of algorithms and how they are used for finding the greatest common denominator of two numbers and the solutions of quadratic equations.
	m68	Apply arithmetic methods for obtaining a rational approximation of an irrational number (e.g., radical).

SSS Strand: Measurement	Essential Work Skills
--------------------------------	------------------------------

MA.B 3.4.1 H	Solves real-world and mathematical problems involving estimates of measurements, including length, time, weight/mass, temperature, money, perimeter, area, and volume, and estimates the effects of measurement errors on calculations.	m33	Use the technique of dimensional analysis to convert units of measure (e.g., convert km/hr to m/min) including drawing to scale and applying ratios. Understand and use various techniques for estimating, making and converting measure; and using these to perform dimensional analysis.
---------------------	---	------------	--

Outcome # 08.0 ASSESS PERSONAL STRENGTHS AND WEAKNESSES AS THEY RELATE TO JOB OBJECTIVES, CAREER EXPLORATION, PERSONAL DEVELOPMENT, AND LIFE GOALS—THE STUDENT WILL BE ABLE TO:

Performance Task# 08.05 Analyze job and career requirements and relate career interests to opportunities in accounting occupations in the global economy.

SSS Strand: Reading	Essential Work Skills
----------------------------	------------------------------

LA.A 2.4.4 H	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
LA.A 2.4.8 H	Synthesizes information from multiple sources to draw conclusions.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: Writing	Essential Work Skills
----------------------------	------------------------------

LA.B 2.4.1 L	Writes text, notes, outlines, comments, and observations that demonstrate comprehension and synthesis of content, processes, and experiences from a variety of media.	e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
---------------------	---	------------	--

Outcome # 10.0 DEMONSTRATE HUMAN RELATIONS/INTERPERSONAL SKILLS APPROPRIATE FOR THE WORKPLACE—THE STUDENT WILL BE ABLE TO:

Performance Task# 10.04 Practice appropriate interpersonal skills working with and for others.

SSS Strand: Listening, Viewing and Speaking	Essential Work Skills
--	------------------------------

LA.C 1.4.1 L	Selects and uses appropriate listening strategies according to the intended purpose, such as solving problems, interpreting and evaluating the techniques and intent of a presentation, and taking action in career-related situations.	e25	Listen, comprehend and summarize essential information from a variety of sources such as speeches, plays, commercials on radio and television, and political debates.
LA.C 1.4.3 L	Uses effective strategies for informal and formal discussions, including listening actively and reflectively, connecting to and building on the ideas of a previous speaker, and respecting the viewpoints of others.	e32	Make informed judgments about the content, organization, and delivery of spoken communication.

		e59	Respond orally to fellow student's opinions during presentations by asking questions, asking for clarification, agreeing and /or disagreeing courteously.
		e69	Participate in a one-on-one conference by relating essential information, asking questions on the topic, and using language to clarify information.
		e70	Analyze and evaluate a speaker's statements of opinion, personal preference and values.
L.A.C 3.4.1	L		Uses volume, stress, pacing, enunciation, eye contact, and gestures that meet the needs of the audience and topic.
		e92	Identify and interpret vocal characteristics that influence meaning such as tone, volume, pitch, and rate.

Outcome # 20.0 PARTICIPATE IN WORK-BASED LEARNING EXPERIENCES—THE STUDENT WILL BE ABLE TO:

Performance Task# 20.20 Participate in work-based learning experiences in an accounting environment.

SSS Strand: Reading		Essential Work Skills	
L.A.A 2.4.4	H		Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.
		e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

Performance Task# 20.21 Discuss the application of accounting principles in an accounting environment.

SSS Strand: Reading		Essential Work Skills	
L.A.A 1.4.4	L		Applies a variety of response strategies, including rereading, note taking, summarizing, outlining, writing a formal report, and relating what is read to his or her own experiences and feelings.
		e34	Use ideas from journals, class discussion and literary criticism to write a paper that expresses a personal opinion, sustains a controlling idea, or uses specific evidence from literary texts to support an opinion.
		e35	Apply the information gathered from technical texts in real-life situations.
		e53	Apply personal or objective criteria for evaluating informational, persuasive and literary materials.
		e60	Relate situations, events, and characters in a reading selection to personal experience.
		e72	Evaluate the way an author uses language and text characteristics such as plot, setting, theme, character, point of view, genre etc. to evoke a response in a reader.
L.A.A 2.4.4	H		Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.
		e94	Use response journals to jot down ideas from reading literary texts.
		e03	Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: Number Sense, Concepts and Operations		Essential Work Skills	
MA.A 3.4.1	H		Understands and explains the effects of addition, subtraction, multiplication and division on real numbers, including square roots, exponents, and appropriate inverse relationships.
		m01	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
		m24	Understand the basic properties and laws of exponents and scientific notation.

	m44	Perform operations with radicals such as addition, subtraction, multiplication, and division of two or more irrational numbers and express as the square root of a positive integer or as the product of a rational number and the square root of a positive integer.
	m62	Understand the characteristics of algorithms and how they are used for finding the greatest common denominator of two numbers and the solutions of quadratic equations.
	m68	Apply arithmetic methods for obtaining a rational approximation of an irrational number (e.g., radical).

Performance Task# 20.22 Discuss the use of technology in an accounting environment.

SSS Strand: Reading		Essential Work Skills
LA.A 2.4.4	H Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: Writing		Essential Work Skills
LA.B 2.4.1	L Writes text, notes, outlines, comments, and observations that demonstrate comprehension and synthesis of content, processes, and experiences from a variety of media.	e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: The Nature of Science		Essential Work Skills
SC.H 2.4.2	H Knows that scientists control conditions in order to obtain evidence, but when that is not possible for practical or ethical reasons, they try to observe a wide range of natural occurrences to discern patterns	s114 (Not Ranked) Know and apply the principles of scientific inquiry. (Implicit in this statement are the processes of prediction, estimation, developing hypotheses, drawing conclusions, evaluation, and following ethical principles and professional procedures

SC.H 3.4.1	M Knows that performance testing is often conducted using small-scale models, computer simulations, or analogous systems to reduce the chance of system failure.	s115 (Not Ranked) Plan and apply real or hypothetical models and constructions to facilitate investigation and learning and the solution to practical problems.
-------------------	---	--

Outcome # 21.0 APPLY ACCOUNTING PRINCIPLES AND CONCEPTS TO THE PERFORMANCE OF ACCOUNTING ACTIVITIES—THE STUDENT WILL BE ABLE TO:

Performance Task# 21.01 Demonstrate an understanding of the application of the full accounting cycle.

SSS Strand: Reading		Essential Work Skills
LA.A 2.4.4	H Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: Writing		Essential Work Skills
----------------------------	--	------------------------------

LA.B 1.4.2 H	Drafts and revises writing that: is focused, purposeful, and reflects insight into the writing situation; has an organizational pattern that provides for a logical progression of ideas; has effective use of transitional devices that contribute to a sense of completeness; has support that is substantial, specific, relevant, and concrete; demonstrates a commitment to and involvement with the subject; uses creative writing strategies as appropriate to the purposes of the paper; demonstrates a mature command of language with freshness of expression; has varied sentence structure; has few, if any, convention errors in mechanics, usage, punctuation and spelling.	e12	Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
		e14	Use editing and revising skills to improve effectiveness and accuracy of drafts.
		e27	Define a position on a controversial topic and write a persuasive essay or make an oral presentation likely to persuade a specific audience to change an opinion or take a particular action.
		e54	Organize supporting detail in logical and convincing patterns.

SSS Strand: Number Sense, Concepts and Operations	Essential Work Skills
--	------------------------------

MA.A 3.4.1 H	Understands and explains the effects of addition, subtraction, multiplication and division on real numbers, including square roots, exponents, and appropriate inverse relationships.	m01	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
		m24	Understand the basic properties and laws of exponents and scientific notation.
		m44	Perform operations with radicals such as addition, subtraction, multiplication, and division of two or more irrational numbers and express as the square root of a positive integer or as the product of a rational number and the square root of a positive integer.
		m62	Understand the characteristics of algorithms and how they are used for finding the greatest common denominator of two numbers and the solutions of quadratic equations.
		m68	Apply arithmetic methods for obtaining a rational approximation of an irrational number (e.g., radical).
MA.A 3.4.3 H	Adds, subtracts, multiplies, and divides real numbers, including square root and exponents, using appropriate methods of computing, such as mental mathematics, paper and pencil, and calculator.	m01	Perform operations with signed (positive and negative) numbers, including decimals, ratios, percents, and fractions.
		m44	Perform operations with radicals such as addition, subtraction, multiplication, and division of two or more irrational numbers and express as the square root of a positive integer or as the product of a rational number and the square root of a positive integer.
		m62	Understand the characteristics of algorithms and how they are used for finding the greatest common denominator of two numbers and the solutions of quadratic equations.

Performance Task# 21.02 Prepare bank reconciliation.

SSS Strand: Number Sense, Concepts and Operations	Essential Work Skills
--	------------------------------

MA.A 5.4.1 M	Applies special number relationships such as sequences and series to real-world problems.	m48	Understand the concepts and apply the uses of functions and limits (i.e., conduct limiting processes using functions to investigate infinite series and sequences).
---------------------	---	------------	---

Outcome # 22.0 APPLY ACCOUNTING PRINCIPLES AND CONCEPTS USING APPROPRIATE TECHNOLOGY—THE STUDENT WILL BE ABLE TO:

Performance Task# 22.01 Use spreadsheet and accounting software to maintain accounting records.

SSS Strand: Language

Essential Work Skills

LA.D 2.4.4 L Effectively integrates multimedia and technology into presentations.

e68 Apply an understanding of the meaning of graphics, layout, white space, italics, parentheses, and other visual aids.

SSS Strand: Measurement

Essential Work Skills

MA.B 1.4.2 H Uses concrete and graphic models to derive formulas for finding rate, distance, time, angle measures and arc lengths.

m14 Understand the angle relationships in triangles (i.e., acute, obtuse, right, interior, and exterior).

m30 Know how to measure circle quantities (e.g., area, angle formed by two secants, circumference, length of segments, etc.)

Performance Task# 22.02 Describe the differences between manual and computerized accounting systems.

SSS Strand: Reading

Essential Work Skills

LA.A 1.4.3 L Refines vocabulary for interpersonal, academic, and workplace situations, including figurative, idiomatic, and technical meanings.

e09 Know how to decipher unfamiliar words using such strategies as context cues, word structure analysis, letter sound relationships, and word histories.

e30 Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc.

e49 Read for main idea first and then read for detail.

LA.A 2.4.4 H Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.

e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.

SSS Strand: Writing

Essential Work Skills

LA.B 2.4.3 L Writes fluently for a variety of occasions, audiences, and purposes, making appropriate choices regarding style, tone, level of detail, and organization.

e22 Understand and produce a variety of informative format such as business letters, memos, reports, news articles, brochures, proposals and critiques.

e50 Understand and use a variety of organizational formats such as compare/contrast, cause/effect, inductive/deductive, most important to least important, and least important to most important.

SSS Strand: Number Sense, Concepts and Operations

Essential Work Skills

MA.A 4.4.1 H Uses estimation strategies in complex situations to predict results and to check the reasonableness of results.

No Essential Work Skill

Outcome # 23.0 USE TECHNOLOGY TO ACCOMPLISH JOB OBJECTIVES AND ENHANCE WORKPLACE PERFORMANCE—THE STUDENT WILL BE ABLE TO:

Performance Task# 23.05 Gather information, extract key elements, analyze the impact of the data, and develop an appropriate solution.			
SSS Strand: Reading		Essential Work Skills	
LA.A 2.4.1	H	Determines the main idea and identifies relevant details, methods of development, and their effectiveness in a variety of types of written materi	e15 Discriminate important ideas from unimportant ideas while reading.
			e24 Summarize, synthesize and organize information while reading.
			e46 Apply, extend, and expand on information while reading
LA.A 2.4.4	H	Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement.	e03 Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report.
SSS Strand: Writing		Essential Work Skills	
LA.B 2.4.2	L	Organizes information using appropriate systems.	e12 Draft a report that engages an audience and is concise, clear, well organized, accurate, and informative.
SSS Strand: Number Sense, Concepts and Operations		Essential Work Skills	
MA.A 3.4.2	H	Selects and justifies alternative strategies, such as using properties of numbers, including inverse, identify, distributive, associative, transitive, th allow operational shortcuts for computational procedures in real-world or mathematical problems.	m03 Understand basic algebraic properties (i.e., commutative: $ab = ba$; associative: $ab(c) = a(bc)$; and distributive: $a(b+c) = (ab)+(ac)$).
			m08 Understand the correct order of operations for performing algebraic computations.
			m11 Use addition and multiplication to simplify an algebraic expression by identifying the order of operations and techniques necessary to carry out the operations (e.g., $5-3(x-2) = 5-3x+6 = 11-3x$).
SSS Strand: Data Analysis and Probability		Essential Work Skills	
MA.E 2.4.2	H	Determines the probability for simple and compound events as well as independent and dependent events.	m25 Determine the probability of single and compound events using the basic premise that the probability of an event is equal to the number of ways it can occur divide by the total number of outcomes.

Total Number of Student Performance Standards in this course:

20

- End of File -