This document contains student competency requirements for the specialized area of:

PRACTICAL ACCOUNTING,
OT 161
5 Credits

To receive college credit, a student must complete at least 80% of the competencies and receive a local high school grade of A or B. It is requested the high school instructor initial each competency area that is completed by the student. By initialing these competencies, the instructor is verifying that the student has completed the required work at a level that merits college credit.

Text: Instructors Option: Recommended that a comprehensive simulation be used (available with most texts). Instructor may chose between service based simulations or merchandising based simulation that includes special journals.

Revision Date: January 2008
### PRACTICAL ACCOUNTING / OT 161

<table>
<thead>
<tr>
<th>COMPETENCY AREAS:</th>
<th>Credit Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Comprehensive Accounting Cycle Simulation (Service or Merchandising)</td>
<td>□</td>
</tr>
<tr>
<td>Merchandising Transactions</td>
<td>□</td>
</tr>
</tbody>
</table>

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Student Name: ____________________________

High School: ______________________________

Student SS#: ________________________

(high school instructor signature)

The high school instructor signature verifies the student has successfully completed all competencies at an 80% or greater assessment and received a local high school grade of A or B.

Date: ________________
Rating Scale for Performance Tasks:

4 - Highly Skilled
   Performs the task independently and with high proficiency
   Score of 90% or above

3 - Skilled
   Performs the task independently with adequate proficiency
   Score of 80% or above

2 - Limited Skills
   Needs improvement in independently and satisfactorily complete tasks
   Score of 70% or above

1 - Exposure
   Received instruction but has not developed skill
   Score of 60% or above

0 - No exposure
UNIT 1: Final Comprehensive Simulation

Given a simulation packet covering an entire accounting cycle for a service business, demonstrate each of the following abilities with a minimum of 80 percent proficiency with very minimal assistance.

1.0 Analyze source documents from a series of business transactions and record in the general journal. Transactions to include:

1.1 all five elements of the fundamental accounting equation.

1.2 maintenance and reimbursement of the petty cash fund.

1.3 maintenance of a change fund.

1.4 maintenance of a checkbook and ability to reconcile ledger balance of cash with bank statement balance.

1.5 payroll entries for paying employees involving calculation of gross earnings, taxable earnings, deductions and net pay.

1.6 accounting for bad debt.

2.0 Post entries to general ledger accounts.

3.0 Complete the worksheet including adjustments for supplies used, expired insurance, depreciation and accrued wages.

4.0 Prepare an income statement using the information from the worksheet.

5.0 Prepare a statement of owner’s equity using information from the worksheet.

6.0 Prepare a balance sheet using the information from the worksheet.

7.0 Journalize and post the adjusting entries.

8.0 Journalize and post the closing entries.

9.0 Prepare the post-closing trial balance.
Note: If a service-based final simulation is used, the following competencies can be evaluated from a test.

10.0 Journalize transactions involving cash receipts and cash payments in a cash receipts or cash payments journal and post to the appropriate general ledger and subsidiary ledger accounts.

11.0 Given a series of transactions requiring the use of all special journals for a merchandising business, select the correct journal, journalize the transaction and post from the journals to the appropriate general ledger and subsidiary ledger accounts.

**Required Student Submissions include:**

1) Instructor competency checklist with signature
2) Final simulation package with instructors evaluation statements.
3) Competency test when a service-based final simulation is used.