

G L E N C O E

Correlation

Glencoe Accounting:
First-Year Course

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Florida
Sunshine State Standards
Accounting Applications 1
Grades 9-12

CORRELATION
FLORIDA DEPARTMENT OF EDUCATION
COURSE DESCRIPTION

SUBJECT: Computer/Business Technology Education
COURSE NAME: Accounting Applications 1
SUBMISSION TITLE: Glencoe Accounting First-Year Course © 2007
PUBLISHER: Glencoe/McGraw-Hill
GRADE(S): 9-12

COURSE CODE NUMBER: 8203310

| OUTCOME NUMBER | BENCHMARK NUMBER | INTENDED OUTCOME/BENCHMARK DESCRIPTION | PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL | I/M* |
|----------------|------------------|--|--|------|
| | | Workplace Communication | | |
| 2.0 | | Apply Communication Skills (Reading, Writing, Speaking, Listening, and Viewing) in a Courteous, Concise, and Correct Manner on Personal and Professional Levels | | |
| | 2.15 | Organize ideas and communicate oral and written messages appropriate to an accounting environment. | 100-101, 128-129, 160-161, 190-191, 216, 274, 336-337, 371, 412, 446, 478, 514, 548-549, 580, 636, 666, 724-725, 748-749, 845 | I |
| | 2.16 | Collaborate with individuals and teams to complete tasks and solve accounting problems. | 275, 517, 581, 637, 694, 804, 805 | I |
| | 2.17 | Identify, define, and discuss professional accounting terminology appropriate for internal and external communications in an accounting environment. | 50-52, 54-57, 60-62, 78-81, 104-105, 132-134, 136, 164, 197, 201-206, 220-221, 225, 231-236, 328, 364, 419, 421, 424, 450-453, 459, 466, 472, 482, 489, 499-500, 518-521, 616, 670-672, 674-675, 698, 763, 765, 809, 838 | I |
| 23.0 | | Use Technology to Accomplish Job Objectives and Enhance Workplace Performance | | |
| | 23.05 | 23.05 Gather information, extract key elements, analyze the impact of the data, and develop an appropriate solution. | 74, 75, 129, 447, 515 | I |

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| | | Management | | |
| 4.0 | | Develop an Awareness of Management Functions and Organizational Structures as They Relate to Today's Workplace and Employer/Employee Roles | | |
| | 4.05 | Demonstrate an awareness of the roles and responsibilities of employees within the organization of an accounting department. | 13-17, 21-22, 37, 176, 230, 361, 623, 685, 736, 833, 836-838 | |
| | 4.06 | Participate as an active team leader and/or team member. | 275, 517, 581, 637, 685, 694 | |
| | 4.07 | Compare and contrast the roles and responsibilities of employees within the organization of an accounting department. | 13-16, 33-35, 381 | |
| 17.0 | | Developing Office Functions and Responsibilities to Accomplish Job Objectives and Enhance Workplace Performance | | |
| | 17.03 | Describe ethical issues and problems associated with computers and information systems. | 100, 274, 843 | |
| | 17.04 | Anticipate and provide solutions dealing with business situations involving ethical issues. | 24, 44, 74, 100, 128, 160, 190, 216, 246, 302, 336, 337, 370, 412, 446, 478, 514, 548, 580, 610, 636, 666, 667, 694, 724, 748, 776, 804, 824, 832-838, 845 | |
| 5.0 | | Practice Quality Performance in the Learning Environment and the Workplace | | |
| | 5.07 | Apply appropriate organizational skills to manage time and resources | 413, 685, 777 | |
| | 5.08 | Perform tasks accurately, completely, and with attention to detail on a consistent basis. | 20-25, 38-45, 64-75, 92-101, 120-129, 152-161, 184-191, 210-217, 240-247, 266-275, 296-303, 328-337, 364-371, 404-413, 438-447, 472-479, 506-515, 540-549, 574-581, 602-611, 630-637, 658-667, 688-695, 718-725, 742-749, 770-777, 798-805, 818-825, 837, 842-846 | |
| | 5.09 | Think critically and make informed decisions. | 24, 34-35, 37, 44, 74, 100, 128, 160, 190, 216, 246, 274, 302, 336, 370, 412, 446, 478, 514, 548, 580, 610, 636, 666, 694, 724, 748, 776, 804, 824, 845 | |

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|----------------|------------------|---|---|------|
| 6.0 | | Incorporate Appropriate Leadership and Supervision Techniques, Customer Service Strategies, and Standards of Personal Ethics to Accomplish Job Objectives and Enhance Workplace Performance | | |
| | 6.13 | Project a professional image through appropriate business attire, ethical behavior, personal responsibility, flexibility, and respect for confidentiality. | 24, 44, 74, 100, 128, 190, 216, 246, 274, 302, 336, 337, 370, 412, 446, 478, 514, 548, 580, 610, 636, 666, 667, 694, 724, 748, 776, 804, 824, 832-845, 45, 371, 412, 837 | I |
| | 6.14 | Follow accepted rules, regulations, policies, and workplace safety. | 832-838 | I |
| | | Computation and Finance | | |
| 7.0 | | 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. | | |
| | 7.06 | Apply appropriate mathematical processes to accounting applications. | 23, 32, 36, 52-53, 59, 63, 68-73, 82, 88, 94-98, 110, 116, 122-126, 135, 149, 154-158, 167, 175, 181, 186-188, 192-193, 200, 207, 212-214, 224, 229, 235, 237, 242-244, 259, 263, 268-272, 283, 292, 298, 300, 304-305, 314, 319, 325, 330-335, 345, 350, 360, 366-368, 372-375, 383, 385, 392, 401, 406-411, 418, 420, 427, 435, 440-444, 458, 469, 474-476, 488, 502, 508-513, 523, 528, 537, 542-546, 556, 564, 568, 571, 576-579, 582-585, 592, 599, 604-608, 615, 618, 622, 627, 632-635, 646, 655, 660-665, 672-673, 676, 684, 690-693, 702, 711, 715, 720-723, 730, 735, 739, 744-747, 756, 764, 767, 772-775, 778-781, 789, 793, 795, 800-803, 810, 815, 820-822, 826-829, 835, 839 | I |
| 7A.0 | | Apply Mathematical Operations and Processes as well as Financial Planning Strategies to Commonly Occurring Personal and Business Situations | | |
| | 7A.01 | Develop an awareness of effective credit management. | 51, 129, 698, 724-725 | I |
| | 7A.02 | Prepare and analyze a personal budget. | 101, 217, 413 | I |

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| | | Job Readiness | | |
| 8.0 | | Assess Personal Strengths and Weaknesses as They Relate to Job Objectives, Career Exploration, Personal Development, and Life Goals | | |
| | 8.05 | Analyze job and career requirements and relate career interests to opportunities in accounting occupations in the global economy. | 6-15, 17, 22, 25, 37, 89, 117, 176, 230, 293, 685, 361, 428, 503, 623, 736 | I |
| | | Human Relations/Interpersonal Skills | | |
| 10.0 | | Demonstrate Human Relations/Interpersonal Skills Appropriate for the Workplace | | |
| | 10.04 | Practice appropriate interpersonal skills working with and for others. | 101, 165, 251, 275, 303, 349, 466, 548, 549, 581, 610, 637, 805, 812, 824, 846 | I |
| | | Work-Based Learning | | |
| 20A.0 | | 20A.0 Developing an Awareness for Accounting Work-Based Learning Experiences | | |
| | 20A.20 | Complete a work-based simulation. | 192-193, 304-305, 372-374, 582-585, 778-781 | I |
| | 20A.21 | Discuss the application of accounting principles in an accounting environment. | 33, 35, 40-45, 66-75, 92-101, 113, 120-129, 152-161, 184-191, 203, 210-217, 240-247, 266-275, 296-305, 328-337, 364-371, 386, 404-413, 438-447, 472-479, 506-515, 540-549, 557, 574-585, 602-611, 630-637, 658-667, 670, 688-695, 703, 718-725, 737-738, 742-749, 770-781, 798-805, 818-825, 842-846, A-26 | I |
| | | Accounting | | |
| 21.0 | | Apply Accounting Principles and Concepts to the Performance of Accounting Activities | | |
| | 21.01 | Demonstrate an understanding of the application of the full accounting cycle. | 132-134, 164, 168, 177, 196-197, 220, 250-251, 260-262, 598, A8-10 | I |
| | 21.02 | Prepare bank reconciliation. | 284-287, 297 | I |
| | 21.04 | Prepare and process cash receipts. | 393-400, 459-466 | I |
| | 21.05 | Establish and maintain petty cash. | 647-654 | I |
| | 21.06 | Prepare and maintain payroll records. | 320-324, 340-359, 492-493 | I |
| | 21.14 | Analyze transactions for accuracy and prepare appropriate correcting entries. | 148, 178-180, 284, 351, 354, 499-501 | I |
| | 21.15 | Prepare tax forms (e.g. personal, payroll, sales) appropriate to the jurisdiction of local, state, and federal agencies. | 315-316, 357-359, 385, A-36-40 | I |

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| 22.0 | | Apply Accounting Principles and Concepts Using Appropriate Technology | | |
| | 22.01 | Discuss the use of technology in an accounting environment. | 67, 75, 93, 121, 153, 185, 211, 241, 247, 267, 297, 329, 365, 405, 412, 439, 446-447, 473, 507, 541, 555, 575, 603, 611, 631, 659, 689, 719, 743, 771, 799, 819 | I |
| | 22.02 | Describe the differences between manual and computerized accounting systems. | 33, 93, 121, 153, 185, 211, 241, 267, 297, 329, 365, 405, 439, 473, 507, 541, 575, 603, 631, 659, 689, 719, 743, 771, 799, 819 | I |
| | 22.04 | Use spreadsheet and accounting software to maintain accounting records. | 67, 93, 121, 153, 185, 211, 241, 267, 297, 329, 365, 405, 439, 473, 507, 541, 575, 603, 631, 659, 689, 719, 743, 771, 799, 819 | I |

Correlation
Florida Department of Education
Reading Assessed Sunshine State Standards Benchmarks
Grades 9-10

SUBJECT: Computer/Business Technology Education
COURSE NAME: Accounting Applications 1
SUBMISSION TITLE: Glencoe Accounting First-Year Course © 2007
PUBLISHER: Glencoe/McGraw-Hill
GRADES: 9-12
COURSE CODE NUMBER: 8203310

| ASSESSED BENCHMARK | PAGE(S) OR LOCATION(S) WHERE TAUGHT IN MAJOR TOOL I/M* |
|---|---|
| LA.A.1.4.2 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. Grade 9 MC Grade 10 MC, SR | 20, 40, 66, 92, 120, 152, 184, 210, 240, 266, 296, 328, 364, 404, 438, 472, 506, 540, 574, 602, 630, 658, 688, 718, 742, 770, 798, 818, 842 |
| LA.A.2.4.1 Determines the main idea and identifies relevant details, methods of development, and their effectiveness in a variety of types of written material. Grade 9 MC Grade 10 MC, SR, ER | 6, 12-13, 28, 32-33, 50, 53-54, 59-60, 63, 78-80, 82-83, 88, 103, 110-111, 116, 132, 135-136, 149, 164, 167-168, 175, 181, 196, 200-201, 207, 220, 224-225, 229, 231, 237, 250, 259-260, 263, 278, 283-284, 292, 310, 314-315, 319-320, 325, 340, 345-346, 350-351, 360, 379, 383-384, 392-393, 401, 416, 420-421, 427, 429, 435, 450, 458-459, 469, 482, 488-489, 502, 518, 523-524, 528-529, 537, 552, 556-557, 564-565, 571, 588, 592-593, 599, 614, 618-619, 622, 624, 627, 642, 646-647, 655, 670, 673-674, 676-677, 684, 698, 702-703, 711-712, 715, 728, 730-731, 735, 737, 739, 752, 756-757, 764-765, 767, 786, 789-790, 795, 808, 810-811, 815, 832, 835-836, 839 |

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|--|--|
| LA.A.2.4.2 Determines the author's purpose and point of view and their effects on the text. (Includes LA.A.2.4.5 Identifies devices of persuasion and methods of appeal and their effectiveness.) Grade 9 MC Grade 10 MC, SR, ER | 6, 13, 28, 50, 78, 104, 111, 132, 136, 164, 168, 177, 196, 201, 220, 225, 231, 250, 260, 278, 284, 310, 315, 320, 340, 346, 351, 380, 384, 393, 416, 421, 429, 450, 459, 482, 489, 518, 524, 529, 552, 557, 565, 588, 593, 614, 619, 624, 642, 647, 670, 674, 677, 698, 703, 712, 728, 731, 737, 752, 757, 765, 786, 790, 808, 811, 832, 836 |
| LA.E.2.4.1 Analyzes the effectiveness of complex elements of plot, such as setting, major events, problems, conflicts, and resolutions. Grade 9 MC Grade 10 MC, SR, ER | 4, 8, 26, 48, 76, 102, 130, 162, 194, 218, 248, 276, 308, 338, 378, 414, 448, 480, 516, 550, 586, 612, 640, 668, 696, 726, 750, 784, 806, 830 |
| LA.A.2.2.7 Recognizes the use of comparison and contrast in a text. Grade 9 MC Grade 10 MC, SR | 15, 34, 52, 85, 109, 148, 201, 226, 262, 285, 318, 382, 417, 490, 561, 598, 614, 671, 704, 733, 761, 813, 833, |
| LA.E.2.2.1 Recognizes cause-and-effect relationships in literary texts. [Applies to fiction, nonfiction, poetry, and drama.] Grade 9 MC Grade 10 MC, SR | 24, 42, 44, 55, 74, 76, 100, 128, 160, 190, 216, 246, 274, 302, 336, 370, 412, 446, 478, 514, 548, 580, 610, 636, 666, 694, 724, 748, 776, 804, 824, 835, 843-845 |
| LA.A.2.4.7 Analyzes the validity and reliability of primary source information and uses the information appropriately. Grade 9 MC Grade 10 MC, SR, ER (Assessed with informational text only) | 10-11, 16, 21-22, 24-25, 44-45, 74-75, 100-101, 128-129, 160-161, 190-191, 216-217, 246-247, 274-275, 302-303, 336-337, 370-371, 412-413, 446-447, 478-479, 514-515, 548-549, 580-581, 610-611, 636-637, 666-667, 694-695, 724-725, 748-749, 776-777, 804-805, 824-825, 845-846 |
| LA.A.2.4.4 Locates, gathers, analyzes, and evaluates written information for a variety of purposes, including research projects, real-world tasks, and self-improvement. Grade 9 MC Grade 10 MC, SR, ER (Assessed with informational text only) | 10-11, 16, 21-22, 24-25, 44-45, 74-75, 100-101, 128-129, 160-161, 190-191, 216-217, 246-247, 274-275, 302-303, 336-337, 370-371, 412-413, 446-447, 478-479, 514-515, 548-549, 580-581, 610-611, 636-637, 666-667, 694-695, 724-725, 748-749, 776-777, 804-805, 824-825, 845-846 |
| LA.A.2.4.6 Selects and uses appropriate study and research skills and tools according to the type of information being gathered or organized, including almanacs, government publications, microfiche, news sources, and information services. (Assessed with A.2.4.4) | 10-11, 16, 21-22, 24-25, 44-45, 74-75, 100-101, 128-129, 160-161, 190-191, 216-217, 246-247, 274-275, 302-303, 336-337, 370-371, 412-413, 446-447, 478-479, 514-515, 548-549, 580-581, 610-611, 636-637, 666-667, 694-695, 724-725, 748-749, 776-777, 804-805, 824-825, 845-846 |
| LA.A.2.4.8 Synthesizes information from multiple sources to draw conclusions. Grade 9 MC Grade 10 MC, SR, ER | 44, 75, 216, 246, 275, 303, 336-337, 370-371, 413, 446-447, 479, 515, 548-549, 580-581 |