

Correlations of
Glencoe Accounting, First-Year Course, 5th Edition
to the
Texas Essential Knowledge and Skills (TEKS)

Glencoe Accounting, First-Year Course student edition is correlated to the Texas Essential Knowledge and Skills (TEKS) for Accounting I, High School. Use the following chart as you prepare your lesson plans.

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Subject	Business Education			
Course Title	Accounting I, High School			
Publisher	Glencoe/McGraw-Hill, a division of the McGraw-Hill Companies, Inc.			
Program Title	Glencoe Accounting: Real-World Applications and Connections, First-Year Course			
TEKS (Knowledge and Skills)	TEKS (Student Expectation)	Student Expectation (Breakout)	Location of student expectation/TEKS.	Page(s)
01. The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:	A. describe the purpose of accounting;	>>>>>	SE	14, 15, 16, 17, 24, 32, 33, 35, 38
01. The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:	B. apply basic accounting concepts and terminology;	01. apply basic accounting concepts	SE	44, 45, 46, 47, 48, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 65, 66, 67, 68, 69, 70, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 112, 113, 115, 116, 117, 118, 119, 120, 121, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 142, 143, 145, 146, 147, 148, 149, 158, 160, 161, 162, 163, 164, 170, 175, 176, 177, 178, 179, 180, 181, 183, 184, 185, 186, 189, 190, 194, 195, 197, 199, 200, 201, 202, 209, 210, 211, 212, 213, 214, 216, 217, 218, 219, 222, 224, 225, 227, 228, 229, 230, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 344, 245, 246, 248, 249, 251, 252, 253, 254, 255
01. The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:	B. apply basic accounting concepts and terminology;	02. apply basic accounting terminology;	SE	20, 38, 40, 44, 46, 62, 86, 103, 112, 125, 142, 143, 172, 186, 196, 222, 224, 242, 248
01. The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:	C. demonstrate the effects of transactions on the accounting equation, for example, T accounts;	>>>>>	SE	44, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 65, 66, 67, 68, 69, 70, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 85, 86, 87, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 111, 115, 116, 117, 118, 119
01. The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:	D. prepare a chart of accounts;	>>>>>	SE	70, 72, 73, 113, 114
01. The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:	E. apply information from source documents;	>>>>>	SE	120, 123, 124, 125, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 149, 170, 176, 186, 209, 242

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01. The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:	F. post general journal entries;	>>>>>	SE	150, 157, 158, 159, 160, 161, 162, 163, 164, 170, 175, 176, 177, 178, 179
01. The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:	G. prepare a trial balance;	>>>>>	SE	108, 150, 166, 167, 173, 175, 176, 177, 178, 179, 183, 184, 185, 197, 199, 200, 201
01. The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:	H. calculate and record end-of-period adjustments;	01. calculate end-of-period adjustments;	SE	A1, A-2, A-3, A-4, A-5
01. The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:	H. calculate and record end-of-period adjustments;	02. record end-of-period adjustments;	SE	A-6, A-7, A-8, A-9
01. The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:	I. update accounts through adjusting and closing entries;	01. update accounts through adjusting entries;	SE	A-6, A-7, A-8, A-9
01. The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:	I. update accounts through adjusting and closing entries;	02. update accounts through closing entries;	SE	230, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 249
01. The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:	J. prepare a post-closing trial balance;	>>>>>	SE	230, 245, 246, 247, 251, 252, 253, 254, 255
01. The student demonstrates an understanding of the accounting cycle for a service business. The student is expected to:	K. prepare financial statements.	>>>>>	SE	202, 204, 205, 206, 207, 209, 210, 211, 212, 213, 214, 216, 217, 218, 219, 222, 223, 225, 227, 228, 229
02. The student demonstrates an understanding of the accounting cycle for an inventory-based or a merchandising business. The student is expected to:	A. contrast the characteristics of a service and a merchandising business;	>>>>>	SE	28, 40, 354, 378, 388, 420, 484, 487
02. The student demonstrates an understanding of the accounting cycle for an inventory-based or a merchandising business. The student is expected to:	B. analyze transactions relating to purchase and sale of merchandise;	01. analyze transactions relating to purchase of merchandise;	SE	386, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 403, 409, 411, 413, 414, 415, 416, 417
02. The student demonstrates an understanding of the accounting cycle for an inventory-based or a merchandising business. The student is expected to:	B. analyze transactions relating to purchase and sale of merchandise;	02. analyze transactions relating to the sale of merchandise;	SE	352, 354, 356, 357, 358, 359, 360, 361, 362, 363, 364, 366, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 381, 383, 384, 385

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02. The student demonstrates an understanding of the accounting cycle for an inventory-based or a merchandising business. The student is expected to:	C. record transactions in special journals;	>>>>>	SE	418, 420, 421, 422, 423, 424, 429, 430, 431, 432, 433, 424, 435, 436, 440, 441, 442, 443, 445, 446, 447, 448, 450, 451, 452, 453, 454, 455, 457, 458, 459, 460, 461, 462, 463, 473, 477, 478, 479, 480, 481
02. The student demonstrates an understanding of the accounting cycle for an inventory-based or a merchandising business. The student is expected to:	D. prepare schedules for subsidiary ledgers;	>>>>>	SE	418, 438, 439, 445, 446, 447, 468, 469, 478, 479, 480, 481
02. The student demonstrates an understanding of the accounting cycle for an inventory-based or a merchandising business. The student is expected to:	E. generate trial balances and end-of-period adjustments; and	01. generate trial balances	SE	409, 482, 483, 484, 485, 486, 496, 497, 510, 511, 512
02. The student demonstrates an understanding of the accounting cycle for an inventory-based or a merchandising business. The student is expected to:	E. generate trial balances and end-of-period adjustments; and	02. generate end-of-period adjustments	SE	482, 484, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 500, 501, 502, 507, 509, 510, 511, 512, 513, 633, 634, 635, 538, 639, 647, 648, 649, 660, 662, 675
02. The student demonstrates an understanding of the accounting cycle for an inventory-based or a merchandising business. The student is expected to:	F. prepare financial statements.	>>>>>	SE	514, 522, 523, 524, 525, 526, 527, 529, 531, 532, 533, 534, 535, 537, 541, 542, 543
03. The student performs payroll and banking procedures. The student is expected to:	A. compute gross pay;	>>>>>	SE	284, 286, 289, 290, 291, 292, 309, 310, 311, 312, 313
03. The student performs payroll and banking procedures. The student is expected to:	B. compute net pay;	>>>>>	SE	286, 299, 300, 305, 209, 310, 311, 312, 313, 346, 347, 348, 349
03. The student performs payroll and banking procedures. The student is expected to:	C. compute employee-paid withholdings;	>>>>>	SE	286, 292, 293, 294, 295, 296, 297, 298, 305, 309, 310, 311, 312, 313, 346, 347, 348, 349
03. The student performs payroll and banking procedures. The student is expected to:	D. compute and complete payroll tax expense forms;	01. compute payroll tax expense forms;	SE	314, 316, 317, 321, 322, 323, 324, 328, 329, 330, 345, 346, 347, 348, 349
03. The student performs payroll and banking procedures. The student is expected to:	D. compute and complete payroll tax expense forms;	02. complete payroll tax expense forms;	SE	314, 327, 328, 330, 331, 334, 335, 336, 345
03. The student performs payroll and banking procedures. The student is expected to:	E. compute salary expenses;	>>>>>	SE	288, 289, 316, 317, 318, 321, 337, 341, 343, 344, 345, 346, 347, 348, 349
03. The student performs payroll and banking procedures. The student is expected to:	F. prepare payroll registers;	>>>>>	SE	286, 299, 300, 302, 303, 309, 310, 311, 312, 313

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03. The student performs payroll and banking procedures. The student is expected to:	G. record payroll transactions in journals;	>>>>>	SE	314, 316, 317, 318, 319, 320, 321, 323, 324, 329, 330, 331, 332, 333, 337, 341, 343, 344, 345, 346, 347, 348, 349, 448, 461, 462
03. The student performs payroll and banking procedures. The student is expected to:	H. complete payroll tax forms;	>>>>>	SE	314, 327, 334, 335, 336
03. The student performs payroll and banking procedures. The student is expected to:	I. determine methods of dissemination of payroll funds, for example, direct deposit, and mail;	>>>>>	SE	286, 301, 304, 315
03. The student performs payroll and banking procedures. The student is expected to:	J. reconcile a bank statement;	>>>>>	SE	256, 265, 266, 267, 268, 273, 274, 275, 280, 281, 282, 283
03. The student performs payroll and banking procedures. The student is expected to:	K. prepare commercial bank deposits.	>>>>>	SE	256, 260, 261, 264, 279
04. The student performs specialized accounting procedures. The student is expected to:	A. calculate and record depreciation of plant assets;	01. calculate depreciation of plant assets;	SE	624, 626, 627, 628, 630, 631, 632, 643, 645, 647, 648, 649
04. The student performs specialized accounting procedures. The student is expected to:	A. calculate and record depreciation of plant assets;	02. record depreciation of plant assets;	SE	624, 627, 634, 635, 638, 639, 641, 643, 645, 647, 648, 649
04. The student performs specialized accounting procedures. The student is expected to:	B. prepare depreciation schedules;	>>>>>	SE	624, 631, 632, 641, 647
04. The student performs specialized accounting procedures. The student is expected to:	C. determine and record uncollectible accounts receivable;	01. determine uncollectible accounts receivable;	SE	650, 652, 653, 654, 657, 658, 659, 660, 667, 668, 669, 675, 676, 677
04. The student performs specialized accounting procedures. The student is expected to:	C. determine and record uncollectible accounts receivable;	02. record uncollectible accounts receivable;	SE	650, 653, 654, 657, 660, 662, 663, 664, 665, 666, 671, 675, 676, 677
04. The student performs specialized accounting procedures. The student is expected to:	D. record inventories;	>>>>>	SE	678, 680, 681, 682, 683, 684, 685, 686, 687, 695, 697, 698
04. The student performs specialized accounting procedures. The student is expected to:	E. calculate and record notes payable and notes receivable;	01. calculate notes receivable	SE	700, 702, 703, 705, 706, 716, 717, 718, 717, 719, 724, 725
04. The student performs specialized accounting procedures. The student is expected to:	E. calculate and record notes payable and notes receivable;	01. calculate notes payable	SE	700, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 715, 723, 724, 725
04. The student performs specialized accounting procedures. The student is expected to:	E. calculate and record notes payable and notes receivable;	02. record notes receivable	SE	700, 702, 716, 717, 718, 724, 725
04. The student performs specialized accounting procedures. The student is expected to:	E. calculate and record notes payable and notes receivable;	02. record notes payable	SE	700, 702, 708, 709, 710, 711, 712, 713, 714, 715, 723, 724, 725
04. The student performs specialized accounting procedures. The student is expected to:	F. open and replenish a petty cash fund and journalizes transactions;	01. open a petty cash fund	SE	598, 601, 605, 606, 615, 619, 620
04. The student performs specialized accounting procedures. The student is expected to:	F. open and replenish a petty cash fund and journalizes transactions;	02. replenish a petty cash fund	SE	598, 607, 610, 611, 615, 617, 619, 620, 621, 622

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04. The student performs specialized accounting procedures. The student is expected to:	F. open and replenish a petty cash fund and journalizes transactions;	03. journalize transactions to open a petty cash fund	SE	598, 600, 601, 605, 606, 607, 615, 619, 620, 621, 622
04. The student performs specialized accounting procedures. The student is expected to:	F. open and replenish a petty cash fund and journalizes transactions;	04. journalize transactions to replenish a petty cash fund	SE	598, 610, 611, 612, 615, 617, 619, 620, 621, 622
04. The student performs specialized accounting procedures. The student is expected to:	G. calculate interest due and payable and journalizes transactions involving notes payable and receivable; and	01. calculate interest due	SE	A-25, A-27, A-28, A-32
04. The student performs specialized accounting procedures. The student is expected to:	G. calculate interest due and payable and journalizes transactions involving notes payable and receivable; and	02. calculate interest payable	SE	A-25, A-27, A-28, A-32
04. The student performs specialized accounting procedures. The student is expected to:	G. calculate interest due and payable and journalizes transactions involving notes payable and receivable; and	03. journalize transactions involving notes payable	SE	700, 708, 709, 710, 711, 712, 713, 714, 715, 723, 724, 725
04. The student performs specialized accounting procedures. The student is expected to:	G. calculate interest due and payable and journalizes transactions involving notes payable and receivable; and	04. journalize transactions involving notes receivable	SE	700, 716, 717, 724, 725
04. The student performs specialized accounting procedures. The student is expected to:	H. calculate bad debts expense and journalizes transactions involving uncollectible accounts.	01. calculate bad debts expense	SE	650, 658, 659, 667, 668, 669, 671, 675, 676, 677
04. The student performs specialized accounting procedures. The student is expected to:	H. calculate bad debts expense and journalizes transactions involving uncollectible accounts.	02. journalizes transactions involving uncollectible accounts.	SE	650, 653, 654, 655, 656, 657, 658, 660, 662, 663, 665, 675, 676, 677
05. The student recognizes the different forms of business organizations, for example, proprietorship, partnership, corporation, and non-profit organizations. The student is expected to:	A. compare the various forms of business organizations;	>>>>>	SE	4, 14, 15, 16, 21, 24, 29, 30, 41, 574, 575, 578, 734, 735
05. The student recognizes the different forms of business organizations, for example, proprietorship, partnership, corporation, and non-profit organizations. The student is expected to:	B. list advantages and disadvantages of each form of business organization;	01. list advantages of each form of business organization;	SE	24, 29, 30, 38, 41, 735
05. The student recognizes the different forms of business organizations, for example, proprietorship, partnership, corporation, and non-profit organizations. The student is expected to:	B. list advantages and disadvantages of each form of business organization;	02. list disadvantages of each form of business organization;	SE	29, 30, 38, 41, 735

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05. The student recognizes the different forms of business organizations, for example, proprietorship, partnership, corporation, and non-profit organizations. The student is expected to:	C. identify the various accounting functions involved with each form of business organization.	>>>>>	SE	15, 72, 73, 96, 97, 98, 99, 100, 101, 102, 122, 494, 516, 517, 518, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 585, 586, 587, 593, 594, 595, 732, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 749, 750, 751, 754, 755, 757, 758, 759, 760, 761
06. The student identifies career opportunities in the accounting field. The student is expected to:	A. describe the purpose of accounting;	>>>>>	SE	32, 33, 34, 38
06. The student identifies career opportunities in the accounting field. The student is expected to:	B. interview members of the accounting field to investigate entry-level job requirements, career tracks for the profession, and projected trends for the future.	01. interview members of the accounting field to investigate entry level job requirements	SE	17, 18, 22, 23, 36, 84, 110, 215, 274, 338, 401, 472, 530, 584, 642, 689
06. The student identifies career opportunities in the accounting field. The student is expected to:	B. interview members of the accounting field to investigate entry-level job requirements, career tracks for the profession, and projected trends for the future.	02. interview members of the accounting field to investigate career tracks for the profession	SE	17, 18, 22, 23, 36, 84, 110, 215, 274, 338, 401, 472, 530, 584, 642, 689
06. The student identifies career opportunities in the accounting field. The student is expected to:	B. interview members of the accounting field to investigate entry-level job requirements, career tracks for the profession, and projected trends for the future.	03. interview members of the accounting field to investigate projected trends for the future	SE	17, 18, 22, 23, 36, 84, 110, 215, 274, 338, 401, 472, 530, 584, 642, 689
07. The student practices productivity skills as they apply to accounting. The student is expected to:	A. follow oral and written instructions;	01. follow oral instructions;	SE	13, 23, 39, 83, 113, 178, 209, 222, 242, 264, 282, 326, 346, 379, 411, 504, 507, 544, 555, 591, 617, 629, 683, 726, 738, 747, 756, 770

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07. The student practices productivity skills as they apply to accounting. The student is expected to:	A. follow oral and written instructions;	02. follow written instructions;	SE	3, 5, 13, 17, 20, 21, 22, 23, 25, 31, 35, 38, 39, 40, 41, 45, 49, 56, 60, 62, 63, 64, 65, 66, 67, 68, 69, 71, 77, 83, 86, 87, 89, 90, 91, 92, 93, 95, 103, 109, 112, 113, 114, 115, 116, 117, 118, 119, 121, 125, 140, 142, 143, 144, 145, 146, 147, 148, 151, 156, 164, 170, 172, 173, 175, 176, 177, 178, 179, 181, 186, 194, 196, 197, 199, 200, 201, 302, 209, 214, 222, 224, 225, 227, 228, 229, 231, 242, 246, 248, 249, 251, 252, 253, 354, 255, 257, 254, 264, 273, 276, 277, 279, 280, 281, 282, 283, 285, 287, 292, 298, 304, 306, 307, 309, 310, 311, 312, 313, 315, 321, 326, 337, 340, 341, 343, 344, 345, 346, 347, 348, 349, 351, 357, 366, 376, 378, 379, 381, 382, 383, 384, 385, 387, 387, 392, 399, 400, 408, 410, 411, 413, 414, 415, 416, 417, 419, 428, 439, 440, 442, 443, 445, 446, 447, 449, 457, 470, 471, 474, 475, 477, 478, 479, 480, 481, 483, 490, 495, 503, 504, 506, 507, 509, 510, 511, 512, 513

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07. The student practices productivity skills as they apply to accounting. The student is expected to:	B. develop time management skills by setting priorities for completing work as scheduled;	>>>>>	SE	3, 22, 23, 40, 41, 65, 66, 67, 68, 69, 89, 90, 91, 92, 93, 115, 116, 117, 118, 119, 145, 146, 147, 148, 149, 155, 175, 176, 178, 179, 199, 200, 201, 227, 228, 229, 231, 251, 252, 253, 254, 255, 279, 280, 281, 282, 283, 309, 310, 311, 312, 313, 341, 343, 344, 345, 346, 347, 348, 349, 381, 382, 383, 384, 385, 413, 414, 415, 416, 417, 445, 446, 447, 477, 478, 479, 480, 481, 509, 510, 511, 512, 513, 541, 542, 543, 544, 545, 546, 547, 567, 568, 569, 570, 571, 593, 594, 595, 619, 620, 621, 622, 623, 647, 648, 649, 675, 676, 677, 697, 698, 699, 723, 724, 725, 726, 727, 728, 729, 749, 750, 751, 767, 768, 769, 770, 771, 772, 773, 778, 779, 780, 781, 788, 789
07. The student practices productivity skills as they apply to accounting. The student is expected to:	C. make decisions using appropriate accounting concepts;	>>>>>	SE	35, 45, 63, 70, 103, 109, 140, 143, 150, 170, 173, 180, 186, 197, 202, 222, 225, 230, 242, 246, 249, 256, 264, 277, 321, 326, 341, 352, 357, 376, 377, 400, 408, 411, 443, 457, 475, 490, 504, 507, 529, 535, 539, 555, 561, 565, 572, 582, 588, 591, 613, 617, 641, 645, 664, 673, 687, 692, 695, 714, 718, 743, 747, 761, 765
07. The student practices productivity skills as they apply to accounting. The student is expected to:	D. explain the concepts of integrity and confidentiality as related to the accounting profession;	01. explain the concepts of integrity as related to the accounting profession;	SE	34, 48, 82, 102, 139, 155, 193, 213, 241, 263, 303, 307, 320, 356, 407, 427, 456, 489, 520, 554, 587, 603, 617, 640, 656, 682, 706, 737, 755, 774, 781, 785, 786, 789
07. The student practices productivity skills as they apply to accounting. The student is expected to:	D. explain the concepts of integrity and confidentiality as related to the accounting profession;	02. explain the concepts of confidentiality as related to the accounting profession;	SE	303, 356, 427, 587, 774, 781, 782, 783, 785, 786, 789

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07. The student practices productivity skills as they apply to accounting. The student is expected to:	E. perform accounting procedures using manual and automated methods;	01. perform accounting procedures using manual methods;	SE	88, 114, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 141, 144, 145, 146, 147, 148, 154, 155, 156, 158, 159, 166, 167, 171, 174, 175, 176, 177, 178, 179, 183, 184, 185, 188, 189, 190, 191, 192, 198, 199, 200, 201, 205, 206, 207, 208, 210, 211, 212, 213, 216, 217, 218, 219, 226, 227, 228, 229, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 250, 251, 252, 253, 254, 260, 261, 262, 263, 267, 268, 269, 270, 271, 278, 279, 280, 281, 289, 290, 291, 293, 294, 295, 296, 297, 299, 301, 308, 309, 310, 311, 312, 313, 317, 318, 324, 325, 328, 329, 330, 331, 332, 342, 343, 344, 345, 361, 362, 364, 370, 371, 380, 381, 382, 383, 384, 385, 394, 395, 396, 398, 403, 404, 405, 406, 412, 413, 414, 415, 417, 421, 422, 424, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 444, 445, 446, 447, 450, 451, 454, 458, 459, 467, 476, 477, 478, 479, 480, 481, 485, 488, 491, 508

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07. The student practices productivity skills as they apply to accounting. The student is expected to:	E. perform accounting procedures using manual and automated methods;	02. perform accounting procedures using automated methods;	SE	64, 68, 88, 91, 114, 115, 116, 117, 118, 119, 144, 145, 146, 147, 148, 149, 174, 175, 176, 177, 178, 179, 198, 199, 200, 201, 226, 227, 228, 229, 250, 251, 252, 253, 254, 255, 278, 279, 280, 281, 282, 283, 308, 309, 310, 311, 312, 313, 342, 343, 344, 345, 346, 347, 348, 349, 380, 381, 382, 383, 384, 412, 413, 414, 415, 416, 417, 444, 445, 446, 447, 476, 477, 478, 479, 480, 481, 508, 509, 510, 511, 512, 513, 540, 541, 542, 543, 545, 546, 547, 566, 567, 568, 569, 570, 571, 592, 593, 594, 618, 619, 620, 621, 622, 623, 646, 647, 648, 649, 674, 675, 676, 677, 696, 697, 698, 699, 722, 723, 724, 725, 726, 727, 728, 729, 748, 749, 750, 751, 766, 767, 768, 769, 770, 771, 772, 773
07. The student practices productivity skills as they apply to accounting. The student is expected to:	F. complete the accounting cycle within an assigned time frame;	>>>>>	SE	282, 283, 559, 560, 561, 726, 727, 728, 729, 770, 771, 772, 773
07. The student practices productivity skills as they apply to accounting. The student is expected to:	G. demonstrate use of the numeric keypad by touch.	>>>>>	SE	A-13, A-14, A-15, A-16