

<b>Program Name</b>	<b>Accounting and Related Services</b>
<b>Program CIP Code</b>	52.0300.00
<b>Program Description and Coherent Sequence</b>	<p>The <b>Accounting and Related Services</b> instructional program prepares students to provide technical support to professional accountants and other financial management personnel. Duties would include full cycle accounts payable (A/P), accounts receivable (A/R) and payroll tasks. Accounts Payable duties include review and processing of invoices for multiple types of purchases. This includes coding invoices, verifying receipt of inventory or service, entering into the accounting system, preparing checks and filing. Accounts Receivable responsibilities include posting of deposits from customers received each month to the Accounts Receivable system. Reconciliation of month-end reports to what has been deposited during the month. Instruction includes general accounting principles and practices, posting transactions to accounts, record keeping systems and accounting software operation. Payroll reviews wages computed and correct errors to ensure accuracy of payroll, prorates expenses to be debited or credited to each department for cost accounting records, keeps records of leave pay and nontaxable wages, prepares and issues paychecks. Microsoft Excel and Intuit QuickBooks are Certifications that can be obtained through the Accounting and Related Services program.</p> <p>This program is designed and delivered as a coherent sequence of school-based and work-based supervised learning. Students learn leadership skills and develop their leadership abilities through participation in the state-recognized Career and Technical Student Organization, FBLA (Future Business Leaders of America).</p> <p><b>Introduction to Business and Accounting:</b> This course is recommended for students who have an interest in accounting and a desire to understand the financial aspects of business organizations. Students will be introduced to general accounting principles and practices. A computer with business applications software is used by students to perform business and finance related tasks.</p> <p><b>Basic Accounting:</b> Students enrolled in this course will develop skills and knowledge required to compute, classify and record numerical data to keep accurate financial records for corporations and other forms of business. A computer with business applications and accounting software is used by students to perform accounting and related business tasks.</p> <p><b>Advanced Accounting:</b> This course is integrated into learning experiences allowing students to demonstrate their knowledge and skills in the full range of Accounting &amp; Related Services State standards through projects and simulations.</p>

	<b>Work-based learning:</b> Students have the opportunity to participate in either an Accounting and Related Services Cooperative Education experience or an Internship.
<b>Industry Validated Standards</b>	<a href="http://www.azed.gov/career-technical-education/files/2011/11/technical-standards-accounting-and-related-services-52030000.pdf">http://www.azed.gov/career-technical-education/files/2011/11/technical-standards-accounting-and-related-services-52030000.pdf</a>
<b>Specialized Equipment</b>	<a href="http://www.azed.gov/career-technical-education/files/2011/11/equipment-list-accounting-and-related-services-52030000.pdf">http://www.azed.gov/career-technical-education/files/2011/11/equipment-list-accounting-and-related-services-52030000.pdf</a>
<b>Industry Recognized Certifications</b>	<ul style="list-style-type: none"> <li>• Microsoft Office Specialist Certification in Excel</li> <li>• QuickBooks Certification</li> <li>• Eastern Arizona College <ul style="list-style-type: none"> <li>◦ Bookkeeping - Certificate of Proficiency</li> </ul> </li> </ul>
<b>CTE End-Of- Program (EOP) Technical Skill Assessment (TSA) Y/N</b>	Yes
<b>Current EOP TSA Pass Score</b>	60%
<b>Participation in JTED Program Qualifies Students for These Employment Opportunities</b>	Accounting Assistant Accounts Payable Assistant Accounts Receivable Assistant Payroll Specialist

## SB1525 JTED Course and Program Requirements

<p><b>Requires students obtain passing score of 60% on assessment</b> 15-391(3)(b) Page 1/20-24 &amp; 15-391(5)(b) Page 2/1-6</p>	<p>Yes</p> <ul style="list-style-type: none"> <li>• MOS Certification (Excel)</li> <li>• Intuit QuickBooks 80%</li> </ul>
<p><b>Not a Course Required under Minimum Course of Study including Honors</b> 15-391(3)(d) Page 1/27-29</p>	<p>No</p>
<p><b>Majority of Instructional Time in Lab / Field / Work Based Learning Environment</b> 15-391(3)(e) Page 1/30-32 and</p> <p><b>Requires CTSO Participation</b> 15-391(5)(d) Page 2/10-13</p>	<p>Yes, project-based learning and laboratory/simulations for WBL are key components to this program.</p> <p>FBLA</p>
<p><b>Demonstrated Need for Extra Funding for a course</b> 15-391(3)(f) Page 1/33-34</p>	<p>Yes, they need to purchase equipment and software which needs to remain up-to-date and current and they need to purchase instructional materials and resources.</p> <ul style="list-style-type: none"> <li>• Computer for every student</li> <li>• 10-Key Calculators</li> <li>• Office 2010 or above <ul style="list-style-type: none"> <li>○ Can't be more than one version behind industry standard</li> </ul> </li> <li>• Accounting/Payroll Software <ul style="list-style-type: none"> <li>○ Can't be more than one version behind industry standard</li> <li>○ MS Office-Excel and/or QuickBooks</li> <li>○ Accounting Simulation Software</li> </ul> </li> </ul>
<p><b>Specialized Equipment Exceeds Cost of Standard Course</b> 15-391(3)(g) Page 1/35-36 and 15-391(5)(c) Page 2/7-9</p>	<p>Yes</p> <ul style="list-style-type: none"> <li>• Computer for every student</li> <li>• 10-Key Calculators</li> <li>• Office 2010 or above <ul style="list-style-type: none"> <li>○ Can't be more than 1 version behind industry standard</li> <li>○ MS Office-Excel</li> </ul> </li> <li>• Accounting/Payroll Software <ul style="list-style-type: none"> <li>○ Can't be more than 1 version behind industry standard</li> <li>○ QuickBooks</li> <li>○ Accounting Simulation Software</li> </ul> </li> </ul>
<p><b>Alignment through Curriculum, Instructional Model and Courses Sequence</b> 15-391(5)(e) Page 2/15-18</p>	<p>Yes, the course sequence for ARS consists of 2 Carnegie Units of Instruction.</p>

<p><b>Defined Pathway to Career and Postsecondary Ed in Specific Vocation or Industry</b> 15-391(5)(f) Page 2/19-21</p>	<p>Yes, the students can attain the MOS Excel Certification and the Intuit QuickBooks Certification that are pathways to employment. There are also postsecondary opportunities for Certificates, AA and BS degrees.</p>
<p><b>Fills High Need Vocation or Industry as Determined by CTE/ADE</b> 15-391(5)(j) Page 2/30-31</p>	<p>Yes, the Accounting and Related Services program is ranked 69<sup>th</sup> on the 2016 CTE Program List. Ranking is based on “high demand, high wage, and high skill” occupations as determined by the AZ Office of Employment and Population Statistics.</p>
<p><b>Requires a Single or Stackable Credential or a Skill that allows a student to obtain work</b> 15-391(5)(k) Page 2/32-35</p>	<p>Programs must offer one or more of the following:</p> <ul style="list-style-type: none"> <li>• Microsoft Office Specialist Certification in Excel</li> <li>• QuickBooks Certification</li> <li>• Bookkeeping – Certificate of Proficiency (Eastern Arizona College)</li> </ul>
<p><b>Leads to certification or licensure verified by that vocation or industry that qualifies student for employment which the student would not otherwise qualify.</b> 15-391(5)(l) Page 2/36-39</p>	<ul style="list-style-type: none"> <li>• Microsoft Office Specialist Certification in Excel</li> <li>• QuickBooks Certification</li> <li>• Bookkeeping – Certificate of Proficiency (Eastern Arizona College) <ul style="list-style-type: none"> <li>○ Bookkeeping - Certificate of Proficiency</li> </ul> </li> </ul>
<p><b>If no certification or licensure is accepted by vocation or industry, completion of program must qualify student for employment for which student would not otherwise qualify without completing JTED program.</b> 15-391(5)(l) Page 2/39-43</p>	<p>N/A</p>
<p><b>Requires instruction and instructional materials substantially different from and exceed scope of standard instruction and include skills, competencies and knowledge to be successful in JTED program vocation or industry.</b> 15-391(5)(m) Page 2/44-45 and 3/1-3</p>	<ul style="list-style-type: none"> <li>• Supplemental Textbooks</li> <li>• Computer for every student</li> <li>• 10-Key Calculators</li> <li>• Office 2010 or above <ul style="list-style-type: none"> <li>○ Can't be more than one version behind industry standard</li> <li>○ MS Office-Excel</li> </ul> </li> <li>• Accounting/Payroll Software <ul style="list-style-type: none"> <li>○ Can't be more than one version behind industry standard</li> <li>○ QuickBooks</li> <li>○ Accounting Simulation Software</li> </ul> </li> </ul>

<p><b>Industry provided financial or technical support.</b> 15-391(5)(n) Page 3/4-8</p>	<p>Business &amp; Industry professionals serve on the Arizona Business and Marketing Education Advisory Council Accounting Business and industry professionals serve on Technical Skill Standards Development and Validation Committees. Business &amp; Industry professionals sit on Local Advisory Boards Business &amp; Industry provide work-based learning opportunities Business &amp; Industry serve as judges for FBLA Business &amp; Industry are Guest Speakers in Accounting and Related Services Classrooms</p>
<p><b>Demonstrated need for extra funding in order to provide JTED program</b> 15-391(5)(o) Page 3/9-11</p>	<p>Yes; Equipment and supplemental materials and resources.</p> <ul style="list-style-type: none"> <li>• Computer for every student</li> <li>• 10-Key Calculators</li> <li>• Office 2010 or above <ul style="list-style-type: none"> <li>○ Can't be more than 1 version behind industry standard</li> <li>○ MS Office-Excel</li> </ul> </li> <li>• Accounting/Payroll Software <ul style="list-style-type: none"> <li>○ Can't be more than 1 version behind industry standard</li> <li>○ QuickBooks</li> <li>○ Accounting Simulation Software</li> </ul> </li> </ul>

<b>Eligibility</b>		<b>Yes</b>	<b>No</b>
JTED	The <b>Accounting and Related Services</b> program meets the requirements for <b>JTED</b> compliance and eligibility	x	
CTE Federal Perkins and State Priority	The <b>Accounting and Related Services</b> program meets the requirements for <b>Perkins</b> and is eligible to generate <b>CTE State Priority funding</b> .	x	