

ACCOUNTING 52.0300.00

Program Description, Industry Credential, Coherent Sequence, and Teacher Certification

PROGRAM DESCRIPTION

The **Accounting** instructional program prepares students to practice the profession of accounting and to perform related business functions. Students who successfully complete the **Accounting** program's coherent sequence of instruction will develop an in-depth understanding of basic business, economic, and financial management practices. The **Accounting** program includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, legal aspects of accounting, reporting procedures, statement analysis, and professional standards and ethics in accounting. Throughout the **Accounting** instructional program, students learn and practice valuable real-world skills using industry standard spreadsheet and/or accounting software to manage financial information.

The **Accounting** Career and Technical Education program is delivered as a coherent sequence of courses designed to offer students knowledge and skills that meet the needs of the workplace. The Professional Skills developed by business and industry leaders across Arizona are integrated throughout the program. **Accounting** students develop leadership, social, civic, and career skills through participation in the state-recognized Career and Technical Student Organization, FBLA (Future Business Leaders of America).

The **Accounting** instructional program prepares students for entry-level employment, further training, and/or post-secondary education for these and other occupations: Account Clerk, Accountant, Accounting Assistant, Accounting Associate, Accounting Clerk, Accounting Manager, Accounting Officer, Accounting Specialist, Accounting Supervisor, Accounting Technician, Accounts Payable Specialist, Accounts Receivable Specialist, Auditor, Bookkeeper, Budget Analyst, Business Analyst, Certified Public Accountant (CPA), Cost Accountant, Forensic Accountant, General Accountant, Project Accountant, and Staff Accountant

INDUSTRY CREDENTIALS

The following credentials have been approved for the A-F CCR and are CTED eligible for the **Accounting** instructional program:

- Microsoft Office Specialist (MOS) – Associate for 2016
- Microsoft Office Specialist (MOS) – Associate for 2019
- Microsoft Office Specialist (MOS) – Associate for Office 365
- Microsoft Office Specialist (MOS) – Expert for 2016
- Microsoft Office Specialist (MOS) – Expert for 2019
- Microsoft Office Specialist (MOS) – Expert for Office 365
- NAFTTrack Certification - Academy of Finance
- QuickBooks Certified User (QBCU) Desktop 2016
- QuickBooks Certified User (QBCU) Desktop 2017
- QuickBooks Certified User (QBCU) Desktop – 2019 Pro
- QuickBooks Certified User (QBCU) Online – U.S.

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COHERENT SEQUENCE

52.0300.10– Accounting I, **and**

52.0300.20– Accounting II, **and program may elect to add:**

52.0300.30– Accounting III, **or**

52.0300.40– Accounting IV, **or**

52.0300.70– Accounting – DCE (Diversified Cooperative Education) **or**

52.0300.75 – Accounting – Internship, **or**

52.0300.80 – Accounting – Cooperative Education

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TEACHER CERTIFICATION REQUIREMENTS

CAREER PREPARATION: The instructor must be ADE/CTE certified in one of the following Certificates, PCTBM, SCTBM, or SSCTEBM

Note:

- Accounting 52.0300.70 may be a part of the sequence and the teacher must hold a Cooperative Education Endorsement (CEN).
- Accounting 52.0300.75 is not required to have a Cooperative Education Endorsement (CEN).
- Accounting 52.0300.80 is required to have a Cooperative Education Endorsement (CEN).

CERTIFICATE TYPES

PCTBM Provisional Career and Technical Education Business and Marketing

SCTBM Standard Career and Technical Education Business and Marketing

SSCTEBM Standard Specialized Career and Technical Education Business and Marketing