

MARKETABLE SKILLS: ACCOUNTING

SKILL SET	ACCOUNTING-SPECIFIC APPLICATION	GENERAL EMPLOYMENT APPLICATION	HOW DELIVERED
Microsoft Excel	Create formatted, data, and pivot tables; create and format data, combo, scatter and pivot charts; import, harvest, parse and filter data; write formulas; use future value, loan, vlookup, if, iferror and conditional formatting functions.	Analyze organization and client data, prepare reports, tables and charts and other common business usages of Excel skills.	ACCT 3315, Cost Accounting— Students complete an online MS Excel 13 course and exam via Udemy. Departmental certificate upon completion.
SAP	Record accounting transactions; manage inventories, assets and investments; process orders and deliveries	Develop a variety of skills and knowledge essential to organizations that use enterprise resource planning.	Modules delivered in MARK 3311, Principles of Marketing, MANA 3305, Operations Management and ACCT 4391, Accounting Information Systems. Soules CoB Certification.
Quickbooks	Process accounting events and prepare financial accounting reports using Quickbooks software.	Prepared to process accounting events and prepare accounting reports for external and internal users of accounting information for small to medium-size businesses and accounting firms. Skill and knowledge set is easily transferable to other small business software applications.	Required content and projects in ACCT 4391, Accounting Information Systems.
LaCerte Tax Preparation software	Create clients' files and prepare individuals' tax returns and work papers using professional tax preparation software.	Able to prepare moderately-complex tax returns for public accounting and other tax preparation firms.	Required component of ACCT 3325, Income Tax I

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Microsoft Visio	Prepare flowcharts for accounting information systems, understand the flow of accounting information, identify internal control efficiencies and weaknesses	Assess the accounting information processing and internal controls of an organization's accounting system	Required component of ACCT 4391, Accounting Information Systems.
Budget management	Prepare fixed and flexible budgets, analyze budget variances.	Assist organizations in planning and control through the use of good budgeting techniques.	ACCT 3315, Cost Accounting
Generally Accepted Accounting Principles	Prepare journal entries, post to ledger, make year-end adjustments, prepare financial statements and footnotes, and correct errors for unconsolidated business organizations.	Able to perform a variety of financial accounting functions for unconsolidated businesses.	ACCT 3311 and 3312, Intermediate Accounting I and II
Generally Accepted Auditing Standards	Know and apply general, field work and reporting auditing standards.	Assist in auditing an organization or, as an organizational employee, understand and provide accounting information to external auditors.	ACCT 4380, Auditing
Tax law	Know and apply tax law as it relates to individuals, employees, sole proprietors and property transactions.	Assist in preparing individuals' tax returns and in providing tax planning and advice.	ACCT 3325, Income Tax I
Business communication skills	Write in a fluent style using correct grammar, spelling and punctuation to produce various	Write in a fluent style using correct grammar, spelling and punctuation when producing	MANA 3370, Business Writing and Oral Presentations and ACCT 3325, Income Tax I

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	forms of business writing. This includes email communications, reports, client letters, memoranda, resumes and cover letters.	letters, reports, PowerPoint presentations, meeting minutes and other written documents for the work environment.	

MARKETABLE CORE SKILLS: ACCOUNTING

CORE SKILLS (Across the College)	Accounting – SPECIFIC APPLICATION	GENERAL EMPLOYMENT APPLICATION	HOW DELIVERED
Professional Proficiency And Communication	Excellent grasp of general business and specific accounting concepts; competency in written and oral communication.	Requisite knowledge for chosen field and ability to communicate effectively.	MANA 3170 Build & Manage Successful Career MANA 3570 Bus Writing & Oral Presentation SPCM 1315 Fund of Speech Communication BBA Core and major
Technical Competence	Microsoft Excel Certification LaCerte Tax Preparation software “ “ “ QuickBooks and SAP Accounting Vizio	Spreadsheets, tables, decision tools Individual tax preparation Entity tax preparation Accounting software capability Flowcharting	SOSC 1307 Intro to Info Systems MANA 3305 Operations Management COSC 3333 Management Info Systems MATH 1332 & 1342 ACCT 3315 Cost Accounting (MicroSoft Certification) ACCT 3325 Introduction to Federal Income Taxation (Tax return cases) ACCT 3326 Tax II (Tax return cases) ACCT 4391 Accounting Information Systems “ “ “
Critical Thinking	Cross-functional problem solving Audit analytics, audit risk assessment information systems processes Ethical reasoning and objectivity	Efficient/effective problem solving Use audit techniques to identify weakness and assess risk Understand and flowchart system processes Emphasizes accounting ethics	MANA 3300 Critical and Analytical Thinking ACCT 3315 Cost Accounting (multiple cases) ACCT 4380 Auditing ACCT 4391 Accounting Information Systems BLAW 4340 Business and Professional Ethics
Global Awareness	Impact of globalization on financial reporting	Understand accounting issues of global enterprises	MANA 3312 International Business ACCT 3312 Intermediate Accounting
Social Responsibility	Ethics, objectivity, independence, responsibility conflict	Required ethics education for CPAs	BLAW 2301 Bus Law & Social Responsibility BLAW 4340 Business and Professional Ethics
Leadership And Teamwork	Leadership Certificate	Understand leadership dynamics and situational leadership	MANA 2300 Leadership MANA 3300 Critical and Analytical Thinking in Business BLAW 4340 Business and Professional Ethics