



### Program: Accounting

#### Generic Employability Skills

- **Communication Skills**
  - understand and speak the language of the trade/occupation
  - listen, read, write and speak effectively in work settings
- **Technical Skills**
  - use technology, tools and information systems effectively
  - access and apply skills required in specific fields
- **Thinking Skills**
  - solve problems and make appropriate decisions
  - understand and solve problems involving mathematics and/or logic
  - evaluate, enter, categorize data
- **Personal Management Skills**
  - display:
    - confidence and self-esteem
    - honesty, integrity and personal ethics
    - positive attitude toward learning and personal health
    - initiative, energy and persistence to get the job done
    - creativity and flexibility
    - accountability for actions taken
    - recognition of and respect for diversity and individual differences
- **Teamwork Skills**
  - respect the thoughts and opinions of others in the group
  - use “give and take” to achieve group results
  - demonstrate leadership/management skills
- **Computer Skills**
  - keyboard efficiency
  - perform tasks requiring knowledge of specific software package (name software)
  - perform complex data or text entry requiring in-depth knowledge of a software package
  - performs tasks using Internet
- **Languages Spoken/Written Fluently**

#### Program Specific Skills

- General journal entries
- Posting to ledger
- Understand and use source documents
- Prepare trial balance
- Prepare income statements
- Prepare balance sheet
- Financial statement analysis
- Worksheet
- End-of-period adjustments
- Accounts payable/receivable
- Banking duties
- Petty cash
- Bank reconciliation
- Special journals
- Inventory procedures
- Budgeting (personal and business)
- Payroll activities
- Service business accounting
- Merchandise accounting
- Use software to create finance statements
- Use software to enter data, categorize and prepare financial reports
- Spreadsheets (including graphs)