



Program: Financial Management

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
- **Personal Management Skills**
 - display:
 - self-esteem and confidence
 - 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
- **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

- GAAP
- Types of Business Organization
- Accounting cycle
- Prepare financial statements
- Financial statement analysis
- Inventory control/methods
- Cash control
- Depreciation
- Accounts payable/receivable
- Budgeting
- Accounting for service business
- Accounting for merchandise business
- Investments
- Issuing debt, stocks and bonds
- Internal control
- Read and prepare annual reports
- Synoptic journal
- Special journals
- Taxation
- Management principles
- Offer advice on business strategies
- Give advice about strategy and business insights
- Provide leadership
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