ACCREDITATION

PROFESSIONAL TECHNICAL

PROGRAM OUTCOMES

Accounting

Accounting Certificate
1. Demonstrate understanding of terminology related to accounting. (SLO1.2)
2. Access information, analyze and classify source documents. (SLO1.1, 4.1, 5.1 & 7.1)
3. Perform basic accounting functions e.g. adjusting closing entries, recording depreciation and transactions using common practices and GAAP (Generally Accepted Accounting Principles). (SLO 2.1, 2.2 & 2.3)
4. Prepare basic financial statements. (SLO 2.2 & 7.1)
5. Analyze individual components of income statements, balance sheets, and statements of retained earnings/statement of owner's equity. (SLO 4.1 & 7.1)
6. Document transactions according to accounting standards and procedures. (SLO 4.1)
7. Demonstrate responsibility and honesty in recording and reporting accounting transactions. (SLO 6.3 & 6.4)
8. Apply standard English rules in clear, concise and effective business communications. (SLO 1.1 & 1.2)
9. Apply mathematical skill to business and banking situations. (SLO 2.1, 2.2 & 2.3).
10. Apply computer skills to all forms of business communication including presentation materials and graphics. (SLO 5.1)
11. Use office technology for inter and intra office communication. (SLO 1.1, 1.2 & 5.1)
12. Identify and manage tasks involved in managing meetings. (SLO 3.1 & 6.5)
13. Demonstrate accuracy and skill in handling the telephone. (SLO 1.1, 1.2 & 5.1)
14. Demonstrate time management and organization skills. (SLO 6.2 & 7.1)
15. Identify and use appropriate resources for problem solving. (SLO 7.1)
16. Receive, interpret, and follow both written and verbal instructions. (SLO 1.1)
17. Import graphics, charts and text into business applications. (SLO 2.2)
18. Demonstrate flexibility, motivation when faced with change. (SLO 6.1)
19. Use the Internet for information searches. (SLO 7.1) 20 Create and manage physical and electronic data systems in business applications. (SLO 1.2 & 2.2)
21. Adapt to workplace practices and practice appropriate professional conduct. (SLO 6.4 & 6.5)
22. Interact effectively with individuals and groups. (SLO 3.1 & 3.2)
23. Create and present effective presentations, (with and without software). (SLO 6.3, 7.2 & 5.1)
24. Interpret business data. (SLO 2.1, 2.2 & 4.1)
25. Demonstrate knowledge of laws and regulations, which affect the US workplace and workforce, and an appreciation for ethics in business. (SLO 3.2, 4.1 & 7.2)
26. Create effective spreadsheets that communicate financial and other business information (SLO 5.1 & 2.3)
27. Work with others on larger scale projects (SLO 3.1)

Accounting Degree (AAS, AAS-T) All SLOs in the Certificate plus
1. Distinguish between financial and managerial accounting by learning the terms, concepts, classifications, and related information used by managers in a manufacturing setting (SLO 7.1)
2. Recognize traditional and developing costing system designs for basic manufacturing processes by studying both classic cost behavior patterns and emerging issues related to inventory management automation and quality control (SLO 4.1 & 7.1)

3. Prepare basic, but comprehensive manufacturing budgets as derived from sales forecasts including production, materials, overhead, cash, income, and position statements. (SLO 2.3, 4.1)

4. Compute material, labor and overhead variances from standard costs for inclusion in managerial accounting reports (SLO 4.2 & 4.3)

5. Prepare analyses for decision making related to retaining or dropping products, make versus buy, sell or process further, acceptance of special orders, and utilization of scarce resources (SLO 4.1)

6. Prepare basic net present value analyses of competing investment projects for capital budgeting decisions (SL) 2.3 & 4.1)

7. Demonstrate proficiency in production of business documents. (SLO 1.2)

8. Understand career paths and advancement criteria typical of office occupations. (SLO 6.1, 6.2 & 7.2)