

Department: Accounting
Program: BBA in Accounting

Skill Set	Professional Application	Delivery of Skill Set Courses, extracurricular activities, etc. in which the skill set is introduced (I), reinforced (R), or mastered (M)
Core Skill: Microsoft Excel	Analyze organization and client data, prepare reports, tables, and charts and other accounting-relate Excel skills. Create formatted, data and pivot tables; create and format data, combo, scatter and pivot charts	BUAD 1115 "Introduction to Business Software" (I) ACCT 2302 "Principles of Accounting II" (R) ACCT 3338 "Financial Statement Analysis" (M)
Core Skill: Enterprise Resource Planning (ERP) (SAP)	Develop a variety of skills and knowledge that is essential to organizations that use enterprise resource planning, focusing on accounting transactions, asset and inventory valuation and processing of orders and deliveries	MGMT 3355 "Operations Logistics & Supply Chain Management" (I) ISYS 3330 "Information Systems & Business Analytics" (R) ACCT 4310 "Accounting Systems" (R) ACCG 4311 "Introduction to Auditing" (M)
Core Skill: Professional Proficiency and Communication	Write in a fluent style using correct grammar, spelling and punctuation when producing letters, reports PowerPoint presentations meeting minutes, and other written documents of an accounting nature	COMS 1315 "Communication" (I) BCOM 3306 "Business Communication" (I) ACCT 3312 "Intermediate Accounting II" (R), ACCT 4305 "Ethics for Accountants" (R) ACCT 4311 "Introduction to Auditing" (M)
Core Skill: Critical Thinking & Problem Solving Skills	Efficient/effective problem solving; use of audit techniques to identify weakness and assess audit risk; understand and flowchart system processes; ethical reasoning and objectivity.	ACCT 4311 "Introduction to Audit" (I) ACCT 4312 "Advanced Auditing" (R) ACCT 4305 "Ethics for Accountants" (M)
Core skill: Leadership and Teamwork	Understand leadership dynamics and situational leadership, with ability to guide individuals, teams and whole enterprises. Focus personal effort to enhance team success.	MGMT 3322 "Principles of Management" (I) ACCT 2301 "Principles of Accounting I" (R) ACCT 2301 "Principles of Accounting II" (R) MGMT 4390 "Strategic Management in a Global Business Environment" (M)
Core Skill: Social Responsibility	Ethics, objectivity, independence, responsibility conflict; understand accounting issues of global enterprises	BUAD 234 "Business Law" (I) ACCT 4305 "Ethics for Accountants" (I) ACCT 3330 "International Accounting" (R) ACCT 4342 "Business Law for Accountants" (M)

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Discipline-based Skill: Cost Management	Assist organizations in planning and control through the use of good budgeting technique; prepare fixed and flexible budgets, analyze budget variances.	ACCT 2302 "Principles of Account II" (I), ACCT 3314 "Cost Accounting" (R) ACCT 4319: "Advanced Cost Accounting" (M)
Discipline-based Skill: Generally Accepted Accounting Principles (GAAP)	Able to perform a variety of financial accounting functions for business and not-for-profits, including journal entries, posting and end-of-year adjustments, and preparation of financial statements	ACCT 2023 "Principles of Accounting II" (I) ACCT 3311 "Intermediate Accounting I" (R) ACCT 3312 "Intermediate Accounting II" (M)
Discipline-based Skill: Generally Accepted Auditing Standards (GAAS)	Able to assist in auditing an organization, or as an organizational employee, understand and provide accounting information to external auditors.	ACCT 4310 "Accounting Systems" (I) ACCT 4311 "Introduction to Auditing" (R) ACCT 4312 "Advanced Auditing" (M)
Specialized Skill: Tax Slayer	Able to prepare moderately complex tax returns for public, public accounting, and other tax preparation firms	ACCT 3311 "Intermediate Accounting I" (I) ACCT 3308 "Income Tax Accounting" (R) ACCT 4328 "Advanced Tax Accounting" (M)
Specialized Skill: Tax Law	Know and apply tax law as it relates to individuals, employees, sole proprietorships and property transactions.	ACCT 3312 "Intermediate Accounting II"(I) ACCT 3308 "Income Tax Accounting" (R) ACCT 4328 "Advanced Tax Accounting" (M)
Forensic Accounting Certificate Specialized Skill: Forensic Accounting including Enterprise Resource Planning (ERP)	Understanding of accounting numbers and IT controls including possibilities of fraudulent practices. Managing inventories and processing orders, identifying internal control efficiencies and weaknesses. Assess information processing and internal control of accounting system.	ACCT 3338 "Financial Statement Analysis" (I) ACCT 4310 "Accounting Systems" (R) ACCT 4311 "Introduction to Auditing" (R) ACCT 4345 "Fraud Investigation and Prevention" (M)