

Business, AA

Skill Set	Business Application	General Employment Application	Delivery within Program/Award
Generally Accepted Accounting Principles	Prepare journal entries (regular, adjusting, closing) and prepare financial statements for small companies.	Assist in tracking financial transaction impacts during a fiscal year	ACCT 2301, Principles of Financial Accounting
Quantitative Decision-making	<p>Prepare budgets and analyze variances</p> <p>Prepare special decision analysis for make/buy, optimization of limited resources, process further, pricing situations</p> <p>Use CVP analysis</p>	Assist in planning and control through the use of quantitative tools/models	ACCT 2302, Principles of Managerial Accounting
Technical Competence	Microsoft Excel, Word, PowerPoint	<p>Assist in managing data imports and exports and using tables, spreadsheets and decision tools to analyze organization and client data</p> <p>Prepare presentations/reports</p>	<p>BCIS 1405, Business Information Systems</p> <p>ACCT 2301, Principles of Financial Accounting</p> <p>ACCT 2302, Principles of Managerial Accounting</p>
Business Communication	Prepare grammatically accurate factual memos and specialized reports with supporting spreadsheet documentation	Assist in specialized reporting and communication within the company and business stakeholders	<p>BCIS 1405, Business Information Systems</p> <p>ACCT 2301, Principles of Financial Accounting</p> <p>ACCT 2302, Principles of Managerial Accounting</p>
Critical Thinking	Cross-functional problem solving	Efficient/effective/accurate problem solving	ACCT 2302, Principles of Managerial Accounting
Business Environment	General understanding of business influences (internal and external) and business functions	Assist in planning, implementation and controlling in daily business operational areas; improve decision making	<p>BUSI 1301, Business Principles</p> <p>ECON 2301, Macroeconomics</p> <p>ECON 2302, Microeconomics</p>