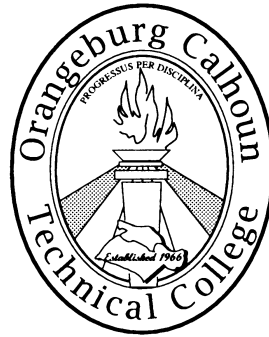


ACCOUNTING

COMPETENCY PROFILE



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ACCOUNTING COMPETENCY PROFILE

A. ACQUIRE KNOWLEDGE OF BASIC ACCOUNTING PROCESS	A-1 LEARN ACCOUNTING TERMINOLOGY	A-2 LEARN BASIC ACCOUNTING PRINCIPLES <i>e.g. the rules of debits and credit and, the difference between cash, accrual, & income tax methods</i>	A-3 LEARN FLOW OF ACCOUNTING PROCESS
	A-4 LEARN BASIC FINANCIAL STATEMENTS	A-5 LEARN INTERNAL AUDITING AND CONTROL SKILLS	
B. PREPARE GENERAL LEDGER	B-1 DEVELOP PROBLEM SOLVING SKILLS	B-2 DEVELOP DOCUMENTATION SKILLS EARLY	B-3 ACCUMULATE DATA <i>e.g. source documents</i>
	B-4 CREATE CHART OF ACCOUNTS	B-5 SELECT PROPER ACCOUNTS	B-6 DETERMINE PROPER JOURNAL
	B-7 CROSS REFERENCE ACCOUNTING TERMINOLOGY TO COMPUTER TERMINOLOGY	B-8 PREPARE JOURNAL ENTRIES	B-9 BALANCE THE JOURNAL
	B-10 POST TO SUBSIDIARY LEDGER(S)	B-11 MAKE MONTHLY ADJUSTING JOURNAL ENTRIES	B-12 BALANCE THE LEDGERS
	B-13 APPLY BASIC ACCOUNTING FORMULA RELATIONSHIPS TO CHART OF ACCOUNTS & SUBSIDIARY LEDGERS		
C. RECONCILE ACCOUNTS	C-1 ACCUMULATE NECESSARY DATA	C-2 RECONCILE BANK STATEMENTS IN TIMELY MANNER	C-3 DETERMINE OTHER ACCOUNTS TO BE RECONCILED
	C-4 COMPARE TO SPECIFIC SOURCE, <i>e.g. General Ledger/Trial Balance</i>	C-5 IDENTIFY THE DIFFERENCES IN THE VARIOUS ACCOUNTS	C-6 TAKE APPROPRIATE ACTIONS
	C-7 DOCUMENT ACTIONS		

D. PREPARE MANUAL/ COMPUTERIZED FINANCIAL STATEMENTS	D-1 PREPARE TRIAL BALANCE	D-2 PREPARE PROFIT & LOSS STATEMENT	D-3 PREPARE STATEMENT OF OWNER'S EQUITY
	D-4 PREPARE BALANCE SHEET	D-5 PREPARE CASH FLOW STATEMENT	D-6 PRESENT BASIC FINANCIAL DISCLOSURE S
	D-7 COMPARE ACTUAL TO BUDGET FOR INTERNAL PURPOSES		
E. PREPARE FEDERAL & STATE FORMS	E-1 DETERMINE REPORTS TO BE PREPARED BY REQUIRED DUE DATES	E-2 LOCATE NEEDED RESOURCES i.e., forms, instructions, date, etc. (USE ON-LINE TOOLS)	E-3 ACCUMULATE NECESSARY DATA
	E-4 PERFORM ACCURATE CALCULATIONS & VERIFY	E-5 PREPARE PAYROLL TAX FORMS	E-6 PREPARE FEDERAL/STATE INCOME TAX FORMS
	E-7 PREPARE SALES, ADMISSION & USE TAX FORMS	E-8 PREPARE PROPERTY TAX FORMS	E-9 REPLY TO CORRESPONDENCE FROM FEDERAL & STATE AGENCIES
F. USE COST ACCOUNTING TECHNIQUES	F-1 DISCUSS BASIC COSTING CONCEPTS	F-2 PERFORM BASIC JOB COSTING METHODS	F-3 PERFORM BASIC PROCESS COSTING METHODS
	F-4 PREPARE COST ACCOUNTING REPORTS	F-5 APPLY VARIANCE ANALYSIS	F-6 USE JOB COST & STANDARD COST METHODS
G. ANALYZE FINANCIAL STATEMENT	G-1 DETERMINE THE ACCOUNTS FOR ANALYSIS	G-2 IDENTIFY OBJECTIVE FOR ANALYSIS	G-3 REVIEW THE TRANSACTIONS AFFECTING THE ACCOUNTS
	G-4 APPLY FINANCIAL RATIOS	G-5 INTERPRET CHARTS, TABLES, & GRAPHS	G-6 SUGGEST APPROPRIATE ACTIONS
	G-7 DOCUMENT ACTIONS		

H. ACQUIRE KNOWLEDGE OF ACCOUNTING TOOLS	H-1 PERFORM MATHEMATICAL OPERATIONS MANUALLY	H-2 USE CALCULATOR <i>(TOUCH SYSTEM)</i>	H-3 PERFORM BASIC LINEAR EQUATIONS
	H-4 CALCULATE PERCENTAGES	H-5 CALCULATE INTEREST	H-6 CALCULATE ACCOUNTING FINANCIAL RATIOS
	H-7 PREPARE CHARTS, TABLES, & GRAPHS	H-8 PREPARE SCHEDULES <i>(Accounts Payable/Receivable, Payroll Tax, Inventory, Depreciation, etc)</i>	H-9 DETERMINE REASONABLENESS OF CALCULATIONS
	H-10 FORMULATE DEPRECIATION CONCEPTS		
I. USE COMPUTER SKILLS	I-1 USE MICRO COMPUTER (FLOPPY & HARD DRIVE) <i>e.g. file directory</i>	I-2 MAKE REGULAR BACK-UPS	I-3 USE PC OPERATING SYSTEM/WINDOWS, CLIENT SERVER
	I-4 READ TECHNICAL MANUALS	I-5 USE ON-LINE HELP	I-6 USE FUNDAMENTAL DATA PROCESSING TERMINOLOGY
	I-7 USE SPREADSHEET SOFTWARE	I-8 USE WORD PROCESSING SOFTWARE	I-9 USE ACCOUNTING SOFTWARE
	I-10 USE TAX SOFTWARE	I-11 PROPERLY HANDLE & STORE MAGNETIC MEDIA, e>g> OPTICAL DISKS	I-12 KNOW HOW TO SEND EMAIL & ATTACHMENT FILES, ETC.
	I-13 DEVELOP RESEARCH AND INTERNET SEARCH SKILLS		

J. DEVELOP/USE BUSINESS COMMUNICATION SKILLS	J-1 FOLLOW WRITTEN INSTRUCTIONS	J-2 FOLLOW ORAL INSTRUCTIONS	J-3 WRITE CLEARLY & CONCISELY, PREPARE WELL WRITTEN DOCUMENTATION
	J-4 SPEAK CLEARLY, CONCISELY & PROFESSIONALLY	J-5 COMMUNICATE DATA ON LEVEL OF RECEIVER, <i>e.g. Management, Customers, & Coworkers</i>	J-6 PRACTICE ACTIVE LISTENING FOR ACCURACY
	J-7 APPLY BASIC COMMUNICATION SKILL OF SENDING, RECEIVING, & VERIFYING ORAL MESSAGES	J-8 USE ACCOUNTING TERMINOLOGY	
K. DEMONSTRATE PROFESSIONALISM	K-1 DEMONSTRATE PROFESSIONAL BEHAVIOR/CONDUCT <i>e.g. Appropriate dress, accepting constructive criticism, etc.</i>	K-2 PERFORM DUTIES TO PROFESSIONAL STANDARDS	K-3 ASSUME RESPONSIBILITY
	K-4 DEVELOP WORK ETHIC	K-5 INTERACT POSITIVELY WITH OTHER INDIVIDUALS	K-6 KNOW YOUR COMPANY AND ITS POLICIES
	K-7 PRACTICE ORGANIZATIONAL SKILLS	K-8 PRACTICE TIME MANAGEMENT AND SET PRIORITIES	K-9 DEVELOP PROOFREADING SKILLS
	K-10 ACCESS KNOWLEDGE & ABILITIES OF CO WORKERS	K-11 DEMONSTRATE COMPANY LOYALTY	K-12 MAINTAIN CONFIDENTIALITY
	K-13 DEVELOP STRESS MANAGEMENT SKILLS	K-14 DEVELOP CONFLICT RESOLUTION SKILLS	K-15 SEEK PROFESSIONAL DEVELOPMENT

* IDENTIFIES CRITICAL SKILLS.

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