**ACCOUNTING (ACTG)**

The **Training Elements** of a student in Accounting major entering a coop program in a company should include some or all of the following:

1. **Accounting Functions**
	* Objectives and functions of the Accounting department
	* Functional layers, responsibilities and staffing
2. **Obtaining Accounting and Financial Data**
	* Documents used to record accounting activities
	* Purpose of the documents
	* Verification of accounting data for accuracy and timing
	* Coding or classifying accounting data
3. **Recording data on:**
	* Cash book
	* Petty cash book
	* Ledger
	* Other books or files
4. **Recording Systems**
	* Computer based systems
	* Manual systems
5. **Analyzing Accounting Data**
	* Daily balance on sales, purchases, cash, petty cash and inventory
	* Reconciliation statements for sale, purchases, bank and inventory
	* Monthly, quarterly or annual management accounts
	* Production and operational costs.
6. **Presenting Accounting Information**
	* Computer reports
	* Written reports/ statements etc.
	* Communication channels for presenting information
7. **Treasury Functions**
	* Managing cash, including cashiering duties
	* Banking of cash, including currency conversions.