**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.