

Program Learning Outcomes

Bookkeeping Diploma

WDT Core Ability	Program Learning Outcomes
<i>Life Skills</i>	Students will be able to: <ul style="list-style-type: none"> • Demonstrate personal responsibility and professional behaviors expected of a bookkeeping professional by showing personal responsibility and observing group norms.
<i>Analytic Techniques</i>	Students will be able to: <ul style="list-style-type: none"> • Identify critical thinking processes to make informed bookkeeping decisions by completing bookkeeping transactions and computing bookkeeping financials.
<i>Communication Skills</i>	Students will be able to: <ul style="list-style-type: none"> • Practice appropriate communication skills in the bookkeeping environment by producing written communications, applying effective listening skills, and using clear verbal communications.
<i>Technology Skills</i>	Students will be able to: <ul style="list-style-type: none"> • Demonstrate proficiency in performing bookkeeping functions by selecting appropriate technologies to include MS Office, QuickBooks and 10-Key calculators, managing bookkeeping information, and producing appropriate solutions.
<i>Teamwork Techniques</i>	Students will be able to: <ul style="list-style-type: none"> • Relate with other bookkeeping professionals to work cooperatively on bookkeeping tasks by summarizing contributions, identifying responsibilities, and distinguishing other viewpoints.
<i>Social Values</i>	Students will be able to: <ul style="list-style-type: none"> • Identify an awareness of the importance of community as it relates to the bookkeeping field by explaining the diverse needs of the community, and matching those needs to the appropriate bookkeeping service.
<i>Employability</i>	Students will be able to: <ul style="list-style-type: none"> • Show the aptitude for employment in the bookkeeping field by practicing accountability and demonstrating effective work skills.