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Employment Notification Form Exhibit A.

Skill List by Program

Career Services - 2015

**INSTRUCTIONS**

Find your School and Program in this document using the table of contents below. Choose at least 4 related skills which you use at work and include them into your Employment Notification Form (ENF). Please scan your ENF with Employment Offer Letter and email to: [Robyn@fxua.edu](mailto:Robyn@fxua.edu).

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**MASTER OF BUSINESS ADMINISTRATION (CIP: 52.0201)**

**SCHOOL OF BUSINESS**

⎕ Contract Interpretation

⎕ Coordination

⎕ Cost Benefit Analysis

⎕ Cost Calculate Equations

⎕ Cost Effective Planning

⎕ Cost Efficiency

⎕ Cost-Estimating

⎕ Creative Thinking

⎕ Critical Thinking

⎕ Customer Service

⎕ Data Analysis

⎕ Data Interpretation

⎕ Database Maintenance

⎕ Decision-Making

⎕ Delegation

⎕ Detail Orientation

Management

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ⎕ | Accuracy | ⎕ | Discussion | ⎕ | Prioritization |
| ⎕ | Active Listening | ⎕ | Efficiency Maximization | ⎕ | Problem Resolution |
| ⎕ | Assessment | ⎕ | Emergency Management | ⎕ | Problem Solving |
| ⎕ | Budgeting | ⎕ | Employee Management | ⎕ | Production Management |
| ⎕ | Business Planning | ⎕ | Employee Motivation | ⎕ | Program Evaluation |
| ⎕ | Collaboration | ⎕ | Estimations | ⎕ | Program Monitoring |
| ⎕ | Communication | ⎕ | Evaluation | ⎕ | Progress Reporting |
| ⎕ | Compliance | ⎕ | Goal Setting and Achievement | ⎕ | Project Management |
| ⎕ | Computer Skills | ⎕ | Hiring | ⎕ | Proposal Development |
| ⎕ | Consulting | ⎕ | Human Resource | ⎕ | Public Speaking |

⎕ Interpersonal Skills

⎕ Leadership

⎕ Licensing and Registration

⎕ Logistical Planning

⎕ Marketing

⎕ Multi-Tasking

⎕ Needs Assessments

⎕ Negotiation

⎕ Networking

⎕ Operations Management

⎕ Organization

⎕ Planning

⎕ Policy Assessment

⎕ Policy Creation

⎕ Presentation

⎕ Purchasing

⎕ Quality Assurance

⎕ Quality Control

⎕ Record Keeping

⎕ Records Management

⎕ Scheduling

⎕ Self-Management

⎕ Specification Evaluation

⎕ Strategic Management

⎕ Strategic Planning

⎕ Supervision

⎕ Teamwork

⎕ Time Efficiency

⎕ Time Management

⎕ Writing

⎕ Writing Business Plans

⎕ Accuracy

**MASTER OF SCIENCE IN ACCOUNTING (CIP: 52.0301)**

⎕ Active Listening

⎕ Advertising

⎕ Analysis

⎕ Analysis Defense

⎕ Bookkeeping

⎕ Budgeting

⎕ Calculating Equations

⎕ Communication

⎕ Comparing Facts And Figures

⎕ Compiling Documentation

⎕ Computer Skills

⎕ Coordinating Activities

⎕ Cost Benefit Analysis

⎕ Creativity

⎕ Customer Satisfaction

⎕ Customer Service

⎕ Database Creation

⎕ Database Maintenance

⎕ Database Use

⎕ Dealing with Confrontation

⎕ Decision Making

⎕ Detail Orientation

⎕ Determining Lawful Tax Credits and Deductions

⎕ Discussion

⎕ Documentation

⎕ Documentation Assessment

⎕ Documentation of Facts

⎕ Emergency Management

⎕ Employee Management

⎕ Financial Analysis Program Use

⎕ Financial Data Analysis

⎕ Financial Recommendations

⎕ Identifying Fraud

⎕ Identifying Risky Assets

⎕ Information Processing

⎕ Interpersonal Skills

⎕ Interpret Facts And Figures

⎕ Investing

⎕ Making Recommendations

⎕ Marketing

⎕ Math

⎕ Minimizing Liability

⎕ Monitoring Balance Sheets

⎕ Organization

⎕ Portfolio Creation

⎕ Presentation

⎕ Prioritization

⎕ Problem Solving

⎕ Pursuing Overdue Accounts

⎕ Record Keeping

⎕ Recruitment

⎕ Relationship Building

⎕ Reporting

⎕ Research

⎕ Reviewing Balance Sheets

⎕ Reviewing Financial Documentation

⎕ Risk Analysis

⎕ Risk Assessment

⎕ Self-Confidence

⎕ Software Skills

⎕ Spreadsheet Utilization

⎕ Supervision

⎕ Tax Law Compliance

⎕ Technical Writing

⎕ Trend Identification

⎕ Understanding Tax Claims

⎕ Understanding Tax Deductions

⎕ Understanding Tax Laws

⎕ Using Accounting Software

⎕ Using Bookkeeping Software

⎕ Using Software

⎕ Using Tax Preparation Software

⎕ Verifying Accuracy of Tax Returns

⎕ Working With Multiple Tax

Returns

⎕ Working With Variety of Financial Documents

⎕ Writing

⎕ Writing to an Audience

**MASTER OF SCIENCE IN PROJECT MANAGEMENT (CIP: 52.0211)**

⎕ Budgeting

⎕ Communication

⎕ Computer skills

⎕ Coordination

⎕ Cost benefit analysis

⎕ Database maintenance

⎕ Decision making

⎕ Discussion

⎕ Employee management

⎕ Formulating business plans

⎕ Interpersonal skills

⎕ Leadership

⎕ Multi-tasking

⎕ Negotiation

⎕ Organization

⎕ Policy creation

⎕ Presentation skills

⎕ Problem solving

⎕ Records management

⎕ Relationship building

⎕ Scheduling

⎕ Self-management

⎕ Supervision

⎕ Task prioritization

⎕ Time management

**GRADUATE CERTIFICATE IN PROJECT MANAGEMENT (CIP: 52.0211)**

|  |  |  |  |
| --- | --- | --- | --- |
| ⎕ | Budgeting | ⎕ | Negotiation |
| ⎕ | Communication | ⎕ | Organization |
| ⎕ | Computer skills | ⎕ | Policy creation |
| ⎕ | Coordination | ⎕ | Presentation skills |
| ⎕ | Cost benefit analysis | ⎕ | Problem solving |
| ⎕ | Database maintenance | ⎕ | Records management |
| ⎕ | Decision making | ⎕ | Relationship building |
| ⎕ | Discussion | ⎕ | Scheduling |
| ⎕ | Employee management | ⎕ | Self-management |
| ⎕ | Formulating business plans | ⎕ | Supervision |
| ⎕ | Interpersonal skills | ⎕ | Task prioritization |
| ⎕  ⎕ | Leadership  Multi-tasking | ⎕ | Time management |

**BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (CIP: 52.0201)**

⎕ Accuracy

⎕ Active Listening

⎕ Assessment

⎕ Budgeting

⎕ Business Planning

⎕ Collaboration

⎕ Communication

⎕ Compliance

⎕ Computer Skills

⎕ Consulting

⎕ Contract Interpretation

⎕ Coordination

⎕ Cost Benefit Analysis

⎕ Cost Calculate Equations

⎕ Cost Effective Planning

⎕ Cost Efficiency

⎕ Cost-Estimating

⎕ Creative Thinking

⎕ Critical Thinking

⎕ Customer Service

⎕ Data Analysis

⎕ Data Interpretation

⎕ Database Maintenance

⎕ Decision-Making

⎕ Delegation

⎕ Detail Orientation

⎕ Discussion

⎕ Efficiency Maximization

⎕ Emergency Management

⎕ Employee Management

⎕ Employee Motivation

⎕ Estimations

⎕ Evaluation

⎕ Goal Setting and Achievement

⎕ Hiring

⎕ Human Resource Management

⎕ Interpersonal Skills

⎕ Leadership

⎕ Licensing and Registration

⎕ Logistical Planning

⎕ Marketing

⎕ Multi-Tasking

⎕ Needs Assessments

⎕ Negotiation

⎕ Networking

⎕ Operations Management

⎕ Organization

⎕ Planning

⎕ Policy Assessment

⎕ Policy Creation

⎕ Presentation

⎕ Prioritization

⎕ Problem Resolution

⎕ Problem Solving

⎕ Production Management

⎕ Program Evaluation

⎕ Program Monitoring

⎕ Progress Reporting

⎕ Project Management

⎕ Proposal Development

⎕ Public Speaking

⎕ Purchasing

⎕ Quality Assurance

⎕ Quality Control

⎕ Record Keeping

⎕ Records Management

⎕ Scheduling

⎕ Self-Management

⎕ Specification Evaluation

⎕ Strategic Management

⎕ Strategic Planning

⎕ Supervision

⎕ Teamwork

⎕ Time Efficiency

⎕ Time Management

⎕ Writing

⎕ Writing Business Plan

**UNDERGRADUATE CERTIFICATE IN SMALL BUSINESS MANAGEMENT (CIP: 52.0703)**

⎕ Budgeting

⎕ Communication

⎕ Cost Benefit Analysis

⎕ Decision Making

⎕ Discussion

⎕ Formulating Business Plans

|  |  |  |  |
| --- | --- | --- | --- |
| ⎕ | Electronic Record Keeping | ⎕ | Record Keeping |
| ⎕ | Emailing | ⎕ | Scheduling |
| ⎕ | Filing | ⎕ | Technical Terminology |
| ⎕ | Following Medical Charts | ⎕ | Training Staff |
| ⎕ | Following Medical Diagnosis | ⎕ | Understand Billing Codes |
| ⎕ | Grammar | ⎕ | Understanding Pertinent Laws |
| ⎕ | Interacting With Clients | ⎕ | Writing |
| ⎕ | Interacting With Professionals | ⎕ | Writing Memos |
| ⎕ | Interpersonal Skills |  |  |
| ⎕ | Office Management |  |  |

⎕ Leadership

⎕ Multi-Tasking

⎕ Negotiation

⎕ Organization

⎕ Policy Creation

⎕ Presentation

⎕ Problem Solving

⎕ Self-Management

⎕ Supervision

⎕ Time Management

⎕ Accuracy

**UNDERGRADUATE CERTIFICATE MEDICAL ADMINISTRATIVE ASSISTANT (CIP: 51.0716)**

⎕ Analysis

⎕ Coding Records for Billing

⎕ Collecting Client Data

⎕ Communicating With Clients

⎕ Confidentiality Procedures

⎕ Courteousness

⎕ Creating a Positive Work Environment

⎕ Detail Orientation

⎕ Discussion

⎕ Effective Communication

⎕ Organization

|  |  |  |  |
| --- | --- | --- | --- |
| **UNDERGRADUATE CERTIFICATE IN INTERNATIONAL BUSINESS (CIP: 52.1101)** | | | |
| ⎕ Budgeting ⎕ | Formulating Business Plans | ⎕ | Records Management |
| ⎕ Communication ⎕ | Interpersonal Skills | ⎕ | Relationship Building |
| ⎕ Computer Skills ⎕ | Leadership | ⎕ | Scheduling |
| ⎕ Coordination ⎕ | Multi-Tasking | ⎕ | Self-Management |
| ⎕ Cost Benefit Analysis ⎕ | Negotiation | ⎕ | Supervision |
| ⎕ Database Maintenance ⎕ | Organization | ⎕ | Task Prioritization |
| ⎕ Decision Making ⎕ | Policy Creation | ⎕ | Time Management |
| ⎕ Discussion ⎕ | Presentation Skills |  |  |
| ⎕ Employee Management ⎕ | Problem Solving |  |  |

**MASTER OF SCIENCE IN COMPUTER SCIENCE (CIP: 11.0701)**

**SCHOOL OF COMPUTER INFORMATION SYSTEMS**

⎕ Computer Systems Analysis

⎕ Computer Systems Architecture

⎕ Computer Systems Design

⎕ Computer Systems Implementation

⎕ Computer Systems Security

⎕ Database Management

⎕ Design and Development of Software applications

⎕ Design and Development of Web applications

⎕ Network Analysis

⎕ Network Architecture

⎕ Network Design

⎕ Network Implementation

⎕ Network Management

⎕ Network Security

⎕ Networking

⎕ Programming

⎕ Research Methodology

⎕ Security

⎕ Software Design and Computer programming

⎕ Software Development

**MASTER OF SCIENCE IN INFORMATION SYSTEMS (CIP: 11.0101)**

⎕ Database Management

⎕ Information Systems Analysis

⎕ Information Systems Architecture

⎕ Information Systems Design

⎕ Information Systems Development

⎕ Information Systems Implementation

⎕ Information Systems Management

⎕ Networking

⎕ Research Methodology

⎕ Systems Architecture

**MASTER OF SCIENCE IN INFORMATION SYSTEMS MANAGEMENT (CIP: 11.0101)**

⎕ Database Design

⎕ Database Development

⎕ Database Implementation

⎕ Database Modeling

⎕ Implementation and Management

⎕ Information Systems Development

⎕ Information Systems Management

⎕ Information Systems Analysis

⎕ Information Systems Architecture

⎕ Information Systems Architecture

⎕ Information Systems Design

⎕ Information Systems Implementation

⎕ Information Systems Management.

⎕ Networking

⎕ Research methodology

⎕ Systems Architecture

**MASTERS OF SCIENCE IN INFORMATION TECHNOLOGY (CIP: 11.0103)**

⎕ Application Development

⎕ Database Management

⎕ Design and Development of Software applications

⎕ Information Systems Analysis

⎕ Information Systems Architecture

⎕ Information Systems Design

⎕ Information systems development

⎕ Information Systems Implementation

⎕ Information Systems Management

⎕ Information Systems Security

⎕ Networking

⎕ Programming

⎕ Research Methodology

⎕ Software Development

⎕ Systems Architecture

|  |  |  |
| --- | --- | --- |
|  | | **MASTER OF SCIENCE IN SOFTWARE ENGINEERING (CIP: 14.0903)** |
| ⎕ | Software Engineering |  |
|  |  | **GRADUATE CERTIFICATE IN INFORMATION SYSTEMS (CIP: 11.0101)** |
| ⎕ | Database Management | ⎕ Information Systems ⎕ Networking |
| ⎕ | Information Systems | Architecture ⎕ Research Methodology |

Development

⎕ Information Systems Analysis

⎕ Information Systems Implementation

⎕ Information Systems Management

⎕ Systems Architecture

**GRADUATE CERTIFICATE IN INFORMATION SYSTEMS MANAGEMENT (CIP: 11.0101)**

⎕ Skills you learned in your degree which you are using in the workplace

⎕ Database Management

⎕ Information Systems Development

⎕ Information Systems Analysis

⎕ Information Systems Architecture

⎕ Information Systems Implementation

⎕ Information Systems Management

⎕ Networking

⎕ Research Methodology

⎕ Systems Architecture

**GRADUATE CERTIFICATE IN BUSINESS INTELLIGENCE (CIP: 52.1301)**

⎕ Business Intelligence ⎕ Data Analytics

**GRADUATE CERTIFICATE IN INFORMATION TECHNOLOGY AUDIT AND COMPLIANCE (CIP: 11.1003)**

⎕ Information Systems Architecture

⎕ Database Management

⎕ Information Systems Security

⎕ Information Systems Analysis

⎕ Information Systems Design

⎕ Information Systems Implementation

⎕ Information Systems Management

⎕ Network Administration

⎕ Network Security

⎕ Networking

**BACHELOR OF SCIENCE IN COMPUTER SCIENCE (CIP: 11.0701)**

⎕ Applications and operating Systems Security

⎕ Architecture

⎕ Computer Program Design

⎕ Computer programming

⎕ Database Management

⎕ Design and Development of Software applications

⎕ Design and Development of web applications

⎕ Information Systems Analysis

⎕ Information Systems Architecture

⎕ Information Systems Design

⎕ Information Systems Implementation

⎕ Network Applications

⎕ Network Design

⎕ Network Operating Systems Security

⎕ Network Security

⎕ Networking

⎕ Security

⎕ Software Design

⎕ Software development

**MASTER OF ARTS IN TESOL (CIP: 13.1401)**

**SCHOOL OF EDUCATION**

⎕ Teaching diverse students

⎕ Complying with learning outcomes

⎕ Constructing authentic language based classroom material construction

⎕ Course planning

⎕ Creating of need/desire based learner experiences

⎕ Developing formative assessments

⎕ Developing learner skill assessments

⎕ Developing learning outcomes

⎕ Developing needs assessments

⎕ Developing summative assessments

⎕ Lesson planning

⎕ Outcome integration

⎕ Program Analysis

⎕ Regulation compliance

⎕ Teaching Language Skills

⎕ Using classroom technology

**MASTER OF EDUCATION (CIP: 13.0101)**

⎕ Classroom disruption management

⎕ Conducting action research

⎕ Course planning

⎕ Creating need/desire based learner experiences

⎕ Developing formative learner assessments

⎕ Developing learner skill assessments

⎕ Developing learning outcomes

⎕ Developing needs assessments

⎕ Developing summative assessments

⎕ Lesson planning

⎕ Meeting student cognitive needs

⎕ Meeting student cultural needs

⎕ Meeting student emotional needs

⎕ Meeting student physical needs

⎕ Outcome integration

⎕ Regulation compliance

⎕ Teaching diverse students

⎕ Teaching Specific Content Areas (Math, Science, or ESOL)

⎕ Using classroom technology

**MASTER OF SCIENCE IN APPLIED LINGUISTICS (CIP: 16.0105)**

⎕ Classroom disruption management

⎕ Conducting action research

⎕ Course planning

⎕ Creating authentic language based classroom materials

⎕ Developing formative assessments

⎕ Developing learning outcomes

⎕ Developing need/desire based learner experiences

⎕ Developing needs assessments

⎕ Developing online course

material

⎕ Developing online education technology courses

⎕ Developing program implementation plans

⎕ Meeting student emotional

needs

⎕ Meeting student physical needs

⎕ Outcome integration

⎕ Program analysis

⎕ Program management planning

|  |  |  |  |
| --- | --- | --- | --- |
| ⎕ | Developing summative |  | |
|  | assessments | ⎕ | Regulation compliance |
| ⎕ | Implement online courses | ⎕ | Teaching diverse students |
| ⎕ | Lesson planning | ⎕ | Teaching Language Skills |
| ⎕ | Meeting student cognitive needs | ⎕ | Using classroom technology |
| ⎕ | Meeting student cultural needs |  |  |

**GRADUATE CRTIFICATE IN TESOL (CIP: 13.1401)**

⎕ Teaching diverse students

⎕ Complying with learning outcomes

⎕ Constructing authentic language based classroom material construction

⎕ Course planning

⎕ Creating of need/desire based learner experiences

⎕ Developing formative assessments

⎕ Developing learner skill assessments

⎕ Developing learning outcomes

⎕ Developing needs assessments

⎕ Developing summative assessments

⎕ Lesson planning

⎕ Outcome integration

⎕ Program Analysis

⎕ Regulation compliance

⎕ Teaching Language Skills

⎕ Using classroom technology

|  |  |  |  |
| --- | --- | --- | --- |
| **GRADUATE CERTIFICATE OF EDUCATION (CIP: 13.0101)** | | | |
| ⎕ | Classroom disruption management | ⎕ | Lesson planning |
| ⎕ | Conducting action research | ⎕ | Meeting student cognitive needs |
| ⎕ | Course planning | ⎕ | Meeting student cultural needs |
| ⎕ | Creating need/desire based learner experiences | ⎕ | Meeting student emotional needs |
| ⎕ | Developing formative learner assessments | ⎕ | Meeting student physical needs |
| ⎕ | Developing learner skill assessments | ⎕ | Outcome integration |
| ⎕ | Developing learning outcomes | ⎕ | Regulation compliance |
| ⎕ | Developing needs assessments | ⎕ | Teaching diverse students |
| ⎕ | Developing summative assessments | ⎕ | Using classroom technology |

**MASTER IN PUBLIC ADMINISTRATION (CIP: 44 .0401)**

**SCHOOL OF PUBLIC & INTERNATIONAL AFFAIRS**

|  |  |  |  |
| --- | --- | --- | --- |
| ⎕ | Advocate issues | ⎕ | Health Care administration |
| ⎕ | Analyze Information | ⎕ | Human Resource practices (public and non-profit) |
| ⎕ | Argument and debate | ⎕ | IT planning and security |
| ⎕ | Budget design | ⎕ | Leadership |
| ⎕ | Communication | ⎕ | Management |
| ⎕ | Comparative analysis strategy | ⎕ | Motivation |
| ⎕ | Critical thinking | ⎕ | Organizational management (public and non-profit) |
| ⎕ | Data analysis and forecasting | ⎕ | Policy preference formation |
| ⎕ | Data collection | ⎕ | Program assessment (public and non-profit) |
| ⎕ | Data interpretation | ⎕ | Program design (public and non-profit) |
| ⎕ | Decision making | ⎕ | Program implementation (public and non-profit) |
| ⎕ | Financial planning | ⎕ | Research and source information |
| ⎕ | Fund raising | ⎕ | Statistical interpretation |
| ⎕ | Grant-writing | ⎕ | Surveying |

**MASTER IN INTERNATIONAL RELATIONS (CIP: 45.0901)**

⎕ Advocacy

⎕ Analyze international political development

⎕ Analyzing information

⎕ Coherent argument construction

⎕ Critical thinking

⎕ Cross cultural communication

⎕ Cross cultural negotiation

⎕ Cultural sensitivity

⎕ Design development or policy proposals

⎕ Forecasting future trends from complex data

⎕ Formulate policy

⎕ Grant implementation

⎕ Grant writing

⎕ Implement development or policy proposals

⎕ Implementing best practices in international finance management

⎕ International finance management

⎕ Leadership

⎕ Management

⎕ Management of international business

⎕ Multilingual sensitivity

⎕ Presenting

⎕ Public speaking

⎕ Researching

⎕ Sourcing writing

⎕ Teamwork

⎕ Writing

⎕ Writing opinion pieces

⎕ Writing policy research