Subject Area Descriptions

The CPE Fields of Study curriculum contains 23 subject matter areas. They are Accounting, Accounting (Governmental), Administrative Practice, Auditing, Auditing (Governmental), Behavioral Ethics, Business Law, Business Management and Organization, Communications, Computer Science, Economics, Finance, Management Advisory Services, Marketing, Mathematics, Personal Development, Personnel/HR, Production, Regulatory Ethics, Social Environment of Business, Specialized Knowledge and Applications, Statistics and Taxes. These fields represent the primary knowledge and skill areas needed by accounting licensees to perform professional services in all fields of employment.

Accounting

- Accounting Research
- Financial Statements and Reports - *Subjects related to Financial Accounting Standards Board (FASB) Statements, Concepts, and Interpretations ("the Pronouncements")*
- Measurement, Recognition, and Presentation of Specific Financial Statement Items
- SEC Practice - *Subjects related to Accounting and Reporting Standards, Rules and Regulations for publicly held companies*
- Accounting Services for Small Business
- Accounting - General
- Forensic Accounting

Accounting (Governmental)

- Governmental Accounting and Reporting - *Subjects related to Governmental Accounting Standards Board (GASB) Standards of State and Local Governmental Accounting and Financial Reporting, Statements, Concepts, and Interpretations ("the Pronouncements")*
- Government Accounting and Reporting Specialized
- Forensic Accounting

Administrative Practice

- Management Advisory Services (MAS) Practice Skills
- MAS Engagement Management
- Planning and Control Systems: Human Resources Development and Organizational
- Personal Financial Planning

Auditing

- Auditing Research
- Auditing and Electronic Data Processing (EDP) - *Subjects related to Auditing and Assessing the Adequacy of Contingency and Recovery Plans*
- Planning and Supervision - *Subjects related to General, Field Work, and Reporting Standards*
- Substantive Audit Procedures - *Subjects related to activities performed by the auditor (during the substantive testing stage of the audit) that gather evidence as to the completeness, validity and/or accuracy of account balances and underlying classes of transactions.*
- Independent Auditors' Reports
- Study and Evaluation of Internal Control
- Auditing - General
- Forensic Auditing

Auditing (Governmental)

- Government Auditing - General and Specialized - *Subjects related to Governmental Accounting Standards Board (GASB) Standards of State and Local Governmental Accounting and Financial Reporting, Statements, Concepts, and Interpretations ("the Pronouncements")*
- Forensic Auditing

Behavioral Ethics

Subjects related to the general professional ethics programs including, but not limited to:

- Ethics and Professional Conduct
- Ethical Practice in Business
- Personal Ethics
- Ethical Decision-Making
- Corporate Ethics

Business Law

Subjects related to the legal system with special emphasis upon its relationship to business and the practice of accounting including, but not limited to:

- Employment Law
- Asset Protection
- Business Law for Accountants
- Collection Law
- Critical Legal and Tax Issues for Accountants
- Legal Environment of Business

Business Management & Organization

Subjects related to the management of an organization, including information systems, organizational structures, management planning and administrative practices including, but not limited to:

- Organization of a Public Accounting Practice
- Administration of a Public Accounting Practice
- MAS Practice Management.
- Management Information Systems in Industry
- Management Information Systems in State and Local Governments
- Management Planning in Industry

Communications

Subjects related to becoming a competent communicator including, but not limited to:

- Interview Techniques
- Business Writing
- Business Presentations
- Group Dynamics
- Public Relations
- Group Process Management
- Counseling

Computer Science

Subjects related to computing; networks, communications, and the internet; computer hardware; system software; application software involving web browsers, word processing, spreadsheets, database management systems and presentation software including, but not limited to:

- Programming
- Networking
- Computer Systems
- Multimedia Tools and Techniques
- Database Management

Economics

Studies related to the principles of pricing, stabilization, supply and demand, employment theory, fiscal policy banking systems, monetary policy, economic growth, and fundamentals of the international economy including, but not limited to:

- Microeconomics
- Macroeconomics
- Money and Banking
- Public Finance

Finance

Subjects related to specific financial management of an organization including budgeting and asset management, as well as items covering buying and selling businesses, contracting goods and services and foreign operations including, but not limited to:

- Budgeting in Industry
- Budgeting and Cost Analysis in State and Local Governments
- Financial Management in Government
- Asset Management in Industry
- Contracting for Goods and Services in Industry

Management Advisory Services

Subjects related to key processes, achieving efficiencies, improving cash flow and maintaining profitability including, but not limited to:

- Academic Practice Management
- Advanced Cash and Treasury Management
- Activity-Based Costing (ABC)
- Applied Project Management
- Risk Management
- Performance Management

Marketing

Subjects related to the examination of market analysis methods and their use to develop an organization's product/service mix and the integration of the communication, distribution and pricing strategies to achieve goals including, but not limited to:

- Marketing Professional Services
- Customer Communications
- E-Business Practices

Mathematics

Subjects related to the fundamental concepts of mathematical problem-solving including, but not limited to:

- Algebra
- Geometry
- Calculus

Personal Development

Subjects related to the general development of personal skills including, but not limited to:

- Principle-Centered Leadership
- Career Planning
- Time-Management

Personnel/HR

Subjects related to how organizations attract, motivate, develop, and retain employees. This curriculum covers the functional areas of human resource management and the integration of these functions into an effective and efficient human resource management system including, but not limited to:

- Human Resources Management in Public Accounting Practice
- Human Resources Management in Industry
- Human Resources Management in Government

Production

Subjects related to production management including production scheduling, inventory control, standards for pay and production and quality control including, but not limited to:

- Operations Management
- Inventory Management
- Supply Operations

Regulatory Ethics

This field of study deals with the necessary ethical background knowledge required to adhere to rules and regulations of state licensing bodies, other governmental entities, membership associations and other professional organizations or bodies. Creating an ethical framework is absolutely necessary to be able to sort through professional dilemmas. This curriculum covers the needs of licensees in public practice, industry and government.

The listing below illustrates the primary topics in this field of study.

- Public Interest and Responsibilities
- General and Professional Standards
- Licenses and Renewals
- SEC Oversight
- Competence - Discreditable Act
- Advertising and Other Forms of Solicitation
- Independence
- Integrity and Objectivity
- Confidential Client Information
- Contingent Fees, Commissions and Other Considerations
- Conflict of Interest
- Discreditable Acts
- Full Disclosure
- Malpractice
- Record Retention

Social Environment of Business

- Planning and Control Systems: Manufacturing Marketing, Research and Development, Finance, and Management Information Systems
- Other Management Advisory Services

Specialized Knowledge and Applications

Subjects related to concentrated specialized skill set. This field of study also treats subjects related to specialized industries, such as not-for-profit organizations, health care, and oil and gas including, but not limited to:

- Advanced Energy Options on Futures
- HIPAA Compliance
- Beginning Access
- Beginning Excel
- Forensic Accounting/Auditing
- Business Valuations

Statistics

Subjects related to multivariate probability distributions, estimation of parameters, hypothesis testing, linear models, analysis of variance, analysis of enumerative data, and nonparametric statistics including, but not limited to:

- Business Statistics
- Quantitative Analysis
- Probability

Taxes

Subjects related to the compliance and tax planning. Compliance covers tax return preparation and review and IRS examinations, ruling requests and protests. Tax planning focuses on applying tax rules to prospective transactions and understanding the tax implications of unusual or complex transactions including, but not limited to:

- Tax Research
- Tax Accounting
- Individual Income Taxation
- Partnership Taxation
- Corporate Income Taxation
- Corporate Tax Consideration in Industry
- Tax-Exempt Organizations
- Estate and Trust Taxation
- Compensation Considerations for Taxation
- Real Estate Taxation
- International Taxation
- State and Local Taxes
- Tax Practice Management and Procedures
- Computers in the Tax Practice
- General Taxation
- Special Tax Matters