1. Perform financial accounting functions from financial transactions to the completion of the accounting cycle using proper format and procedure based on GAAP.
2. Analyze, prepare, and communicate financial information, using proper format and procedure, for management decision-making.
3. Understand legal and functional types of business organizations and how financial and managerial accounting concepts apply to each.
4. Perform financial and managerial accounting functions and applications in both manual and computerized formats.
5. Utilize current income tax resources to prepare personal income tax returns in both manual and computerized formats.