

# Learning Outcomes: Accounting Technology

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## ❖ **Accounting Technology Degree**

- Manage business information using appropriate software.
- Prepare financial information about business organizations to support external decision making.
- Prepare individual income tax returns, including supporting documentation.
- Demonstrate effective business communication skills.
- Evaluate business and financial information to support internal decision making.

## ❖ **Accounting Applications, College Credit Certificate**

- Manage business information using appropriate software.
- Prepare basic financial statements.
- Demonstrate effective business communication skills.
- Analyze business and financial information for internal decision making.

## ❖ **Accounting Operations, College Credit Certificate**

- Manage business information using spreadsheet software.
- Prepare basic financial statements.
- Demonstrate effective business communication skills.
- Analyze business and financial information for internal decision making.

## ❖ **Accounting Specialist, College Credit Certificate**

- Manage business information using spreadsheet software.
- Prepare basic financial statements.
- Demonstrate effective business communication skills.