

Accounting: Certificate of Achievement

Description

The Certificate of Achievement in Accounting is designed to prepare the student for entry-level accounting positions such as accounts receivable, accounts payable, payroll, inventory, and bookkeeping. We emphasize our students' development in the areas of transaction analysis, communication skills, and computer applications. Our accounting programs provide a solid foundation for any business career in government or private industry.

Program Learning Outcomes

Upon completion of the program, students will be able to do the following:

- Perform basic accounting tasks and maintain accurate accounting systems including the preparation of financial statements.
- Demonstrate the use of resources in searching for a job.
- Access, analyze, and interpret information to make judgments and to solve basic business problems.
- Interact with customers, vendors, and co-workers in ways that effectively

Program: [Accounting](#)

Type: Certificate of Achievement (CA)

Leeward 2022-23 Catalog

Semester 1

Item #	Title	Credits
	ACC 124, ACC 201 (Options)	3
	BUS 250, BUSN 188, MATH 103, MATH 115 (Options)	3
MGT 121	Service Excellence	3
	SP 151, SP 251 (Options)	3
BUS 101	Business Information Systems	3
	Sub-Total Credits	15

Semester 2

Item #	Title	Credits
	ACC 125, ACC 202 (Options)	3
ENG 100	Composition I	3
ACC 252	Using Quickbooks® in Accounting	3
BUS 120	Principles of Business	3
ACC 132	Payroll and Hawai'i General Excise Tax	3
BUSN 166	Professional Employment Preparation	1
	Sub-Total Credits	16
	Total credits:	31