

Small Business Accounting: Certificate of Competence

Description

The Certificate of Competence in Small Business Accounting is for the student who wishes to quickly acquire accounting knowledge to be applied in a new or continuing small business. This certificate can be earned through successful completion of live or online classes and can be completed in two semesters.

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.
- Use appropriate software to complete accounting/bookkeeping tasks.
- Access, analyze, and interpret information to solve business problems.

Contact Information

Program
Coordinator: **Mellissa Moody**
Location: BE 205

Program: [Accounting](#)

Type: Certificate of Competence (CO)

Semester 1

Item #	Title	Credits
	Accounting Core (Options)	3 - 6
BUS 101	Business Information Systems	3
	Sub-Total Credits	6-9

Semester 2

Item #	Title	Credits
ACC 252	Using Quickbooks® in Accounting	3
ACC 132	Payroll and Hawai'i General Excise Tax	3
	Sub-Total Credits	6
	Total credits:	12-15