

Accounting: Certificate of Achievement (Payroll Preparer)

Fall (Semester 1)

Course	Course Title/Category	Credits
ACC 124	Principles of Accounting I	3
ENG 100	Composition I	3
	Computer/Technology: ACC 255, ICS 101, or ICS 111	3
	Electives: Any 100-level or higher course (3 credits)	3

1. ENG 100: This course fulfills the Communication category.
2. Computer/Technology: ACC 255 is recommended.

Spring (Semester 2)

Course	Course Title/Category	Credits
ACC 132	Payroll and Hawai'i General Excise Tax	3
	Computer/Technology: ACC 252, ICS 101, or ICS 111	3
	Electives: Any 100-level or higher course (3 credits)	3
	Thinking, Reasoning, and Mathematics: A.A.S. Core Options	3

1. Computer/Technology: ACC 252 is recommended.
2. Thinking, Reasoning, and Mathematics: MATH 115 is recommended; however, all courses that meet this category may be considered (except for ACC 124 and ACC 201).

Total Credits **24**

Category Descriptions

Thinking, Reasoning, and Mathematics: A.A.S. Core Options

Refer to the "General Education/Skills Core Options Course List" under the "Programs (Certificates and Degrees)" section of the catalog for a list of courses that will fulfill this category.