

University of Hawai'i • Kapi'olani Community College

Business Education Department

Accounting

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Accounting Certificate of Completion – Payroll Preparer

Course	Prerequisite and other information	Credits	Grade	Comments
ACC 201 Financial Accounting	Recommended Preparation: ICS 100 or ICS 101; qualification for MATH 24 or higher; ENG 22 or higher	3		
ACC 132 Payroll and Hawaii General Excise Taxes	Recommended Preparation: ICS 101 or ICS 100; ACC 201	3		
ACC 150 QuickBooks® for Hawaii Businesses	Recommended Preparation: ICS 100 or ICS 101; ACC 201	3		
ACC 155 Advanced Excel® for Businesses	Prerequisite(s): Credit or concurrent enrollment in ICS 100 or ICS 101 Recommended Preparation: ACC 202	3		
ICS 100 Computing Literacy and Applications, Or ICS 101 Digital Tools for the Information World	None Recommended Preparation: Keyboarding experience; credit or qualification for ENG 100, ENG 160 or ESL 100; credit or qualification for MATH 103 or higher level mathematics	3		
Total Credits		15		

The issuance of a Certificate of Completion requires that the student must earn a grade point ratio (GPR) of 2.0 or higher for all courses required in the certificate.

Please note: For the Payroll Preparer certificate, a grade of “C” or higher is required in all applicable accounting courses.