

Accounting Achievement Certificate – 505D

Program Planning Guide

Program Description: This certificate provides the student with a basic understanding of accounting principles and procedures, and computers and accounting software.

Prerequisites: Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior course work. Course work earned at other institutions must be unofficially evaluated or approved by a program advisor before registering. Courses in this certificate with pre-requisites are marked with an asterisk (*). See catalog for more information.

Accounting Achievement Certificate Prerequisites: none

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

Program Requirements		
Course Number	Certificate Requirements (15 credits)	Credit Hours
ACCT 110	Introduction to Accounting/Bookkeeping	5
ACCT 131*	QuickBooks (see Note 1)	5
BUS 169	Using Computers in Business	5
Total Credits: (excluding pre-requisites)		15

Notes:

1. Must have ACCT 110 or ACCT&201 or permission.

Course Sequence: This program of study is outlined by quarter, and courses should be taken in the indicated sequence. However, it should not be concluded that students will always proceed through their program of study exactly as prescribed here. The number of quarters listed here is minimal. Not all courses are offered every quarter. Individual student experiences, educational and training background, and personal schedules and demands all may affect the time it takes to finish this program. Also, in general, summer quarter is not considered one of the full-time quarters in the program.

1st quarter: ACCT 110, BUS 169

2nd quarter: ACCT 131

Program Outcomes:

- Analyze and record transactions including general accounting transactions and payroll accounting
- Prepare financial reports using select small business computerized accounting software
- Communicate effectively in a professional accounting workplace environment

REV Date: 11/15/2016

For more information about our graduation rates, the median debt of students who have completed these program, and other important information, please visit our website at <https://northseattle.edu/about-north/gainful-employment-information>

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What Skills do I need to be successful in this field?

- <http://www.onetonline.org/link/summary/43-9061.00> (Office Clerks, General)

What are some potential job titles?

- Office Clerk
- Office Manager
- Customer Service Representative

Wages, employment trends and pathways

- <http://www.onetonline.org/link/summary/43-9061.00#WagesEmployment>

Always contact advising office first for questions and/or planning:

NSC Advising Office: (206) 934-3658 <https://northseattle.edu/advising>

Program Website: <https://northseattle.edu/certificates/accounting-achievement-certificate>

Accounting Department

Program Contact: Joseph (Joe) Smith (206) 934-4525 joseph.smith@seattlecolleges.edu

Marla Lockhart (206) 934-6026 marla.lockhart@seattlecolleges.edu

CIP: 52.0302 (Accounting Technology/Technician and Bookkeeping)

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