

## Accounting Office Assistant I Certificate – 505J

Requirements Effective Winter 2011

### Program Planning Guide

**Program Description:** The Accounting Office Assistant I certificate provides the student with a basic understanding of accounting principles and procedures, business computer software, and computational skill-building. It is designed to provide foundational skill development and incremental course completion that can be applied to the Accounting Office Assistant II certificate, Bookkeeping certificate, Computerized Accounting Technology certificate, and the Accounting AAS degree. This is an I-BEST supported certificate.

**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.

**Accounting Office Assistant I Certificate Prerequisites:** All prospective I-BEST students must attend an information/application session prior to enrollment, Must be 18 years of age, *Non-native speakers:* CASAS score of 227 (reading and speaking) or *Native speakers:* COMPASS score of 40 (combined reading and writing) or previous transcripts showing completion of ENGL 97/98 or above with minimum grade of 2.0. Tests must be taken within the last 3 years.

**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 (12 credits)	Credit Hours
ACCT 110	Introduction to Accounting/Bookkeeping	5
BUS 115	Computational Skill Building	2
BUS 169	Using Computers in Business	5
		Total Credits: 12 (excluding pre-requisites)

#### Program Outcomes:

- Use office support accounting terminology
- Apply basic computer skills to accounting office support functions

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

- <http://www.onetonline.org/link/summary/43-3021.02>

#### What are some potential job titles?

- Billing Clerk
- Accounting Assistant
- Office Clerk

## Wages, employment trends and pathways

- <http://www.onetonline.org/link/summary/43-3021.02#WagesEmployment>
- Leads to Office Assistant II Certificate in Accounting pathway

**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.

**1<sup>st</sup> quarter:** ACCT 110, BUS 115, BUS169

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**Program Website:** <https://northseattle.edu/certificates/accounting-office-assistant-i-certificate>