

# **Accounting Assistant**

**Certificate of Achievement** 

STUDENT N	IAME				SID #				
PROGRAM CHAIR PROGRAM REQUIREMENTS		Requested Substitution Credits (if applica			DATE				
							Completed		
Course	Course Title	CR	College/University	Cours		CR	Grade	Quarter	Year
CORE COUR	SEWORK								
ACCT 135	Business Payroll Accounting	3							
ACCT 172	Small Business Computerized Accounting	5							
BTS 146	10-Key	1							
BTS 165	Business Spreadsheet Analysis & Design	5							
Choose 5 credits from the following:		5							
BUS 145	Business Mathematics (5 Cr) Any college level math of 107 or higher (5 Cr)								
Choose 5 credits from the following:		5							
ACCT 101 ACCT& 201	Practical Accounting I (5 Cr) Principles of Accounting I (5 Cr)								
Choose 5 credits from the following:		5							
ACCT 102 ACCT& 202	Practical Accounting II (5 Cr) Principles of Accounting II (5 Cr)								
Choose one of the following:		2-5							
BTS 144 ACCT 160 ACCT 272	Personal Information Manager (3 Cr) Washington State: Tax and Audit (5 Cr) QuickBooks Certification (2 Cr)								
Choose 5 credits from the following:		5							
BTS 109 ENGL& 101	Business Communications (5 Cr) English Composition (5 Cr)								
Choose 5 credits from the following:		5							
BUS 120 BUS 221	Organizational Behavior (5 Cr) Human Resource Management (5 Cr)								
Choose 5 credits from the following:		5							
ACCT& 203 ACCT 234 BTS 168 BTS 265 BUS& 101	Principles of Accounting III (5 Cr) Managerial Accounting (5 Cr) Business Data Management Tools (5 Cr) Advanced Business Spreadsheet Analysis & Design (5 Cr) Introduction to Business								
TOTAL		46-49							

The Accounting Assistant Certificate emphasizes practical skills in the accounting field as well as providing an introduction to business management. Embedded in the certificate is a national certification in a leading accounting software package. Students completing the certificate are employable as AP, AR or payroll clerks or any entry level accounting support position.

#### **LEARNING OUTCOMES**

#### Degree recipients should possess the skills & abilities described below:

- Analyze & record transactions including general accounting transactions, payroll.
- Perform fundamental accounting transactions
- Prepare financial reports using selected small business computerized accounting software, database and spreadsheet programs
- Communicate accounting results to management

## FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ acct/#acctassistant

### NOTES