

STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)			Completed		
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
CORE COURSEWORK								
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						
<i>Choose 5 credits from the following:</i>		5						
BUS 145	Business Mathematics (5 Cr) Any college level math of 107 or higher (5 Cr)							
<i>Choose 5 credits from the following:</i>		5						
ACCT 101	Practical Accounting I (5 Cr)							
ACCT& 201	Principles of Accounting I (5 Cr)							
<i>Choose 5 credits from the following:</i>		5						
ACCT 102	Practical Accounting II (5 Cr)							
ACCT& 202	Principles of Accounting II (5 Cr)							
<i>Choose one of the following:</i>		2-5						
BTS 144	Personal Information Manager (3 Cr)							
ACCT 160	Washington State: Tax and Audit (5 Cr)							
ACCT 272	QuickBooks Certification (2 Cr)							
<i>Choose 5 credits from the following:</i>		5						
BTS 109	Business Communications (5 Cr)							
ENGL& 101	English Composition (5 Cr)							
<i>Choose 5 credits from the following:</i>		5						
BUS 120	Organizational Behavior (5 Cr)							
BUS 221	Human Resource Management (5 Cr)							
<i>Choose 5 credits from the following:</i>		5						
ACCT& 203	Principles of Accounting III (5 Cr)							
ACCT 234	Managerial Accounting (5 Cr)							
BTS 168	Business Data Management Tools (5 Cr)							
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)							
BUS& 101	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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit www.bellevuecollege.edu/legal/publicdisclosure

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