BELLEVUE COLLEGE

Accounting Assistant

Certificate of Achievement

STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)					
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						
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:		2-3						
BTS 144 ACCT 160 ACCT 272	Personal Information Manager (3 Cr) Washington State: Tax and Audit (3 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		46-47						

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

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