



This pathway meets requirements for the Bookkeeping Certificate in Accounting. This sample schedule assumes a fall start. If you wish to take alternate courses not listed below please meet with a North advisor to confirm you're still meeting certificate requirements.

### Before Quarter One

- Pre-College Math or ABE (if needed)
- Pre-College English, ABE, or ESL (if needed)

### Quarter One (Fall)

<input type="checkbox"/> ACCT 110.....	5
<input type="checkbox"/> ACCT 267.....	5
<input type="checkbox"/> BUS 124.....	5

### Quarter Two (Winter)

<input type="checkbox"/> ACCT& 202.....	5
<input type="checkbox"/> ACCT 257.....	5
<input type="checkbox"/> BUS 236.....	5

### Quarter Three (Spring)

<input type="checkbox"/> ACCT 131.....	5
<input type="checkbox"/> ACCT 271.....	5
<input type="checkbox"/> CWE 110.....	3

**Total Credits Required: 43**

*Credits*

## To Do List – A Guide to Help You Meet Your Goals

### Before Quarter 1

- Transfer previous college credits to North.  
<https://northseattle.edu/credentials>
- Attend new student orientation.
- Apply for financial aid and follow up on application with the financial aid office.
- Visit [startnextquarter.org](http://startnextquarter.org) to find out if Workforce Education funding is available for you.
- Explore Prior Learning Assessment (PLA) options if you have significant professional industry training.
- Explore placement options: take the math and English placement tests if needed.

### Quarter 1 (Fall)

- Create an educational plan with your assigned advisor.
- Drop by the Library (<https://libguides.northseattle.edu/welcome>) to get help with research, check out resources, access computers and study space, and create media projects.
- Visit the Student Learning Center to learn about tutoring services offered in-person and online.
- Check out campus life: TRIO, Equity & Welcome Center, Fitness Center, etc.
- Attend career fairs on campus and other employer-career events.
- Attend an "Exploring Careers and Majors Workshop" or meet with a counselor.

### Quarter 2 (Winter)

- Update your resume for job search and attend an interview prep workshop.
- Visit Career Services office in the OCE&E building to learn about career/job exploration resources.
- Apply for financial aid for the upcoming academic year in Winter or Spring quarter to maximize your funding options.
- Consider Student Leadership positions and other on-campus jobs.
- Apply for the Seattle Colleges Foundation Scholarship and other scholarships.

### Quarter 3 (Spring)

- Apply for graduation for the Bookkeeping Certificate in Accounting with your assigned advisor.
- Conduct informational interviews and do job shadowing at various companies.
- Research future education options such as the AAS or AAS-T in Accounting.
- Create a LinkedIn profile and clean up your online presence.
- Ensure all Academic Exception paperwork is submitted (such as course substitutions, transfer credit, and PLA) as needed.
- Add your classmates on LinkedIn to grow your network and keep in touch.



## Career Opportunities

1. Bookkeeper/Accounting/Auditing Clerk
2. Brokerage Clerk
3. Accounts Payable/Receivable Clerk
4. Payroll and Timekeeping Clerk
5. Statistical Assistant
6. Tax Preparers
7. Budget Analyst
8. Financial Analyst
9. Consulting Staff
10. Accounting Manager
11. General Account/Planner Clerk
12. Accounting/Finance Clerk
13. Accounting Technician

An Associate's (AAS, AAS-T), or Bachelor's degree or higher may be required for some careers listed above. For current employment and wage estimates, please visit and search at [www.bls.gov/oes](http://www.bls.gov/oes).

## Future Education Opportunities

Once you complete the Bookkeeping Certificate in Accounting, additional education opportunities at North Seattle College include:

- A Certificate in Accounting Fraud
- An Associate of Applied Science (AAS) in Accounting
- An Associate of Applied Science - Transfer (AAS-T) in Accounting, which can lead to:
  - A Bachelor of Applied Science (BAS) in Accounting with International Accounting
  - A related program at one of the Seattle Colleges or Washington State Community and Technical Colleges

*Program and admissions requirements vary from college to college. Contact an advisor to create an educational plan tailored to transfer to the institution of your choice.*

## Approximate Costs Each Quarter

Tuition & fees for:

WA state residents	\$1,555.00
International students	\$3,297.75
Books, supplies, and miscellaneous fees	\$475.00

*Please note that these costs are estimates and may vary.*

## Apply for Financial Aid and Other Funding

All students in need should apply for financial aid. Don't assume you are not eligible. Visit <https://northseattle.edu/financial-aid> to learn more about the application steps and types of financial aid available, including grants and scholarships you don't have to pay back.

Some students may be eligible for Workforce Education tuition assistance programs depending on program of study, family income and family size, DSHS assistance, unemployment/employment status of self or spouse, or veteran status. Take this short survey to find out if you pre-qualify for funding at: [www.StartNextQuarter.org](http://www.StartNextQuarter.org).

## Which quarter can I begin?

Any.

## Length of Program

45 credits = 3 quarters if you take 15 credits each term based on class availability. See your assigned advisor to create your educational plan.

## Class Times/Delivery Format?

North offers courses on-campus in the day, evenings, online, or hybrid (part on-campus, part online), and occasional Saturdays. Check the class schedule for the latest offerings.

## Find Out More

Visit [northseattle.edu/programs/accounting](http://northseattle.edu/programs/accounting) to learn more about this pathway, or contact the Business & Accounting Area of Study advisor at [northseattle.edu/advising/contact](http://northseattle.edu/advising/contact) or (206) 934-3658.