

Bookkeeping Certificate in Accounting – 505J
Requirements Effective Fall 2010
Program Planning Guide

Program Description: This program prepares graduates for bookkeeping careers and general office employment. The program normally can be completed in four quarters. The curriculum contains instruction that enables students to acquire knowledge through content and methodology, to think critically, to formulate values and make decisions, and to appreciate and understand their own and other cultures. Course requirements outside the accounting department represent related instruction in support of skills and knowledge necessary in the accounting and general office fields. Please be aware that some of the courses may require prerequisites or instructor permission.

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. Courses with pre-requisites in this certificate are marked with an asterisk (*). See catalog for more information.

Bookkeeping Certificate Prerequisites: none

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 (43 credits)	Credit Hours
ACCT 110	Introduction to Accounting/Bookkeeping I	5
ACCT 120*	Introduction to Accounting/Bookkeeping II	5
ACCT 131*	QuickBooks	5
ACCT 257*	Business Tax Accounting	5
ACCT 267	Not-for-Profit Financial Management	5
BUS 124	Excel for Business	5
BUS 169	Using Computers in Business	5
BUS 236	Interpersonal Communication in the Workplace	5
CWE 110	Internship	3
		Total Credits: 43 (excluding prerequisites)

Program Outcomes:

- Demonstrate an ability to organize workloads to meet reporting deadlines
- Analyze and record transactions including general accounting transactions and payroll accounting
- Prepare financial reports using select small business computerized accounting software and spread sheet programs
- Communicate effectively in a professional accounting workplace environment
- Identify and appraise situations in professional accounting where the applications of ethical judgments are required.

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

- <http://www.onetonline.org/link/summary/43-3031.00>

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What are some potential job titles?

- Accounting Clerk
- Accounting Assistant
- Accounts Payable Clerk
- Bookkeeper

Wages, employment trends and pathways

- <http://www.onetonline.org/link/summary/43-3031.00#WagesEmployment>

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.

1st quarter: ACCT 110, BUS 124, BUS 169

2nd quarter: ACCT 120, ACCT 257, BUS 236

3rd quarter: ACCT 131, ACCT 267, CWE 110

Program Contact: Accounting Department Coordinator accountingdept.north@seattlecolleges.edu

NSC Advising Office: (206) 934-3658, <https://northseattle.edu/resources/advising>

Website: <https://northseattle.edu/certificates/bookkeeping-certificate-accounting>