



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Accounting/Business Department Accounting for Small Business Certificate Program Requirements 2011-2012

Student Name _____
Student ID _____

Program Description The **Accounting for Small Business Certificate** is a program of basic courses designed for students with little or no work experience. The certificate provides students with an introduction to basic accounting skills, and business technology used by small businesses. The program is intended to give students the necessary skills in bookkeeping, taxes, financial software, and communication for employment with small businesses. Courses from this certificate may apply to the Accounting Associate of Technical Arts Degree.

Degree Outcomes Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>.

Common Course Numbering Changes Please refer to www.edcc.edu/ccn for more information.

Credit/Grade Requirements This Certificate requires successful completion of a minimum of **30** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

Students are advised to

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning
- Communicate with a faculty adviser

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/.

Advisers The advisers for this program are

Sophia Ju	sophia.ju@edcc.edu	425-640-1124
Amy Shigley	amy.shigley@edcc.edu	425-640-1599
Peter Vander Weyst	pvanderw@edcc.edu	425-640-1636
Andy Williams	andy.williams@edcc.edu	425-640-1450

College Resources

Department Website	http://acct.edcc.edu
Home Page	http://www.edcc.edu
How to Enroll	http://getstarted.edcc.edu
Transfer Center	http://transfer.edcc.edu
Advising appointments	425-640-1458
College Bookstore	http://bookstore.edcc.edu

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Accounting for Small Businesses Certificate

Course	Qtr	Credit	Grade
Program Requirements (30 credits)			
ACCT 101 Accounting Fundamentals	_____	5	_____
ACCT 216 Accounting Software Applications	_____	5	_____
ACCT 254 Business/Payroll Tax Accounting	_____	5	_____
BUS 130 Business Math	_____	5	_____
BSTEC 107 Business English	_____	5	_____
BSTEC 224 Spreadsheet (Excel)	_____	5	_____
 Recommended Electives (consult your adviser)			
BSTEC 120 Ten-Key Applications *	_____	4	_____
BSTEC 130 Computer Fundamentals OR	_____	—	_____
CIS 100 Introduction to Business Computing	_____	5	_____
_____	_____	_____	_____

Explanatory Notes

* Or proficiency test

Adviser's Signature	Date	Dean's Signature	Date