



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

# Business Information Technology Accounting Certificate Program Requirements 2011-2012

Student Name \_\_\_\_\_  
Student ID \_\_\_\_\_

**Program Description** The **Accounting Certificate** is a program of basic courses designed for students with little or no work experience. The certificate provides students with an introduction to business technology, communication and basic accounting skills and prepares them for entry level positions as accounting clerks, accounts payable/accounts receivable clerks, office financial clerks, payroll assistants, and other positions in an office or business environment. The program is also intended to prepare students who are currently employed and wish to gain new skill sets in bookkeeping, financial software, and communication.

**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](http://www.edcc.edu/ccn) for more information.

**Credit/Grade Requirements** This Certificate requires successful completion of a minimum of **42** 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 10<sup>th</sup> 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/](http://www.edcc.edu/credentials/).

**Advisers** The advisers for this program are

Gisela Dicklin	gdicklin@edcc.edu	425-640-1504
Kim Haines	kim.haines@edcc.edu	425-640-1293
Jackie Kulbel	jkulbel@edcc.edu	425-640-1051
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Kathie Richer	kricher@edcc.edu	425-640-1242

## College Resources

Department Website	<a href="http://bstec.edcc.edu">http://bstec.edcc.edu</a>
Home Page	<a href="http://www.edcc.edu">http://www.edcc.edu</a>
How to Enroll	<a href="http://getstarted.edcc.edu">http://getstarted.edcc.edu</a>
Transfer Center	<a href="http://transfer.edcc.edu">http://transfer.edcc.edu</a>
Advising appointments	425-640-1458
College Bookstore	<a href="http://bookstore.edcc.edu">http://bookstore.edcc.edu</a>

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## ACCOUNTING CERTIFICATE

Course	Qtr	Credit	Grade
<b>I. General Education/Related Instruction Requirements (14 Credits)</b>			
<b>Communication Skills – 5 credits</b>			
BSTEC 107 Business English <b>OR</b>	_____	_____	_____
BSTEC 110 Business Communications:CD	_____	5	_____
<b>Computation/Quantitative Skills - 4 credits minimum</b>			
BSTEC 120 Ten-Key Applications <b>OR</b>	_____	4	_____
BUS 130 Business Math	_____	5	_____
<b>Human Relations/Group Interaction – 5 credits</b>			
BSTEC 260 Leadership and Management Skills:CD	_____	5	_____
<b>II. Program Requirements (25 credits minimum)</b>			
ACCT& 201 Principles of Accounting I	_____	5	_____
ACCT 216 Accounting Software Applications	_____	5	_____
ACCT 254 Business/Payroll Tax Accounting	_____	5	_____
BSTEC 224 Spreadsheet (Excel)	_____	5	_____
<i>Choose at least one course</i>			
ACCT 101 Accounting Fundamentals *	_____	5	_____
BSTEC 110 Business Communications:CD	_____	5	_____
BSTEC 130 Computer Fundamentals <b>OR</b>	_____	_____	_____
CIS 100 Introduction to Business Computing	_____	5	_____
BSTEC 222 Database (Access)	_____	5	_____
BSTEC 225 Advanced Excel Projects	_____	5	_____
<b>III. Career Management (3 credits)</b>			
BSTEC 294 Career Management **	_____	3	_____
<b>IV. Electives (consult your adviser)</b>			
_____	_____	_____	_____
_____	_____	_____	_____

### Explanatory Notes

\* Prerequisite for ACCT& 201

\*\* This course should be taken within the last two quarters of your program

Adviser's Signature	Date	Dean's Signature	Date
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