



BOOKKEEPING CERTIFICATE IN ACCOUNTING

The I-BEST Accounting program at North Seattle College starts you on the path to an accounting career with the I-BEST Accounting Office Assistant I & II certificates, completed in two quarters. Then you'll be ready to move ahead with the Bookkeeping program certificate. The Bookkeeping certificate in Accounting prepares you for bookkeeping careers and general office employment and can be completed in as little as four quarters.

**I-BEST
Accounting
Office Assistant I
Certificate
(12 credits)**



Course Number	Course Title	College Credits	ESL-ABE Credits
ACCT 110	Introduction to Accounting	5	
BUS 169	Using Computers in Business	5	
BUS 115	Computational Skill Building	2	
	I-BEST Support Class (ESL-ABE)		3



**I-BEST
Accounting
Office Assistant
II Certificate
(12 credits)**



Course Number	Course Title	College Credits	ESL-ABE Credits
ACCT 131	QuickBooks	5	
ACCT 120	Introduction to Accounting/Bookkeeping II	5	
CWE 102	Job Shadow	2	
	I-BEST Support Class (ESL-ABE)		3



**Bookkeeping
Certificate in
Accounting
(23 credits)**



Course Number	Course Title	College Credits	ESL-ABE Credits
ACCT 267	Not for Profit Financial Management	5	
ACCT 257	Business Tax Accounting	5	
BUS 124	Excel for Business	5	
BUS 236	Interpersonal Communications for the Workplace	5	
CWE110	Internship	3	

- Tuition assistance available to those who qualify
- For more information please visit:
www.northseattle.edu/programs/i-best-accounting

Contact:
 Gary Gorland
 North Seattle College
 (206) 934-4585
gary.gorland@seattlecolleges.edu

NORTH SEATTLE COLLEGE

I-BEST ACCOUNTING PATHWAY

Bachelor in Applied Science Degree
International Business Degree
180 credits

EMPLOYMENT
(Median-hourly)
28.49*

- ★ Purchasing Managers
- ★ Cargo and Freight Agents
- ★ Planning and Expediting Clerks

Associate in Applied Sciences
Degree in Accounting
97-100 credits
(- 43 to 63 credits)

Associate in Applied Sciences-
Transfer Degree in Accounting
90 credits
(- 43 to 63 credits)

EMPLOYMENT
(Median-hourly)
\$18.65-\$20.00*

- ★ Full-charge Bookkeeper
- ★ Accounting Assistant
- ★ Accounting Technician

Bookkeeping
Certificate in Accounting
43 credits
(-20)
23 credits

Computerized Accounting
Technology Certificate
63 credits
(-20)
41 credits

EMPLOYMENT
(Median-hourly)
\$18.00*

- ★ Accounting Clerk
- ★ Accounts Receivable
- ★ Accounts Payable
- ★ Bookkeeper

Combined
Certificates
(24 credits)

I-BEST Accounting
Office Assistant II Certificate
12 credits

*Workforce Explorer

I-BEST Accounting
Office Assistant I Certificate
12 credits

ENTRY – ESL CASAS score of 227 for reading 227 listening
ABE- Reading and Writing combined COMPASS 40

Case Management & Student Services Support

