

Accounting Office Assistant II Certificate – 505K

Requirements Effective Fall 2012

Program Planning Guide

Program Description: The Accounting Office Assistant II certificate provides students with a basic understanding of specialized accounting software and accounting procedures used specifically in non-profit agencies and organizations. In addition, students will broaden their understanding of the accounting field through real-world job shadowing experiences in the public and/or private sector.

This certificate builds on the knowledge and skills provided by the Accounting Office Assistant I certificate and provides additional foundational skill development and incremental course completion that can be applied to the Bookkeeping certificate, Computerized Accounting Technology certificate, and the Accounting AAS degree. This is an I-BEST supported certificate.

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.

Office Assistant II Certificate Prerequisites: Completion of Office Assistant I and permission from I-BEST program coordinator.

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 (15 credits)	Credit Hours
ACCT 120	Introduction to Accounting/Bookkeeping II	5
BUS 131	QuickBooks	5
CWE 101 or CWE 102	Portfolio, Job Search and Interviewing or Job Shadowing	2
		Total Credits: 12 (excluding pre-requisites)

Program Outcomes:

- Use critical thinking skills to identify and solve basic problems in an office support accounting environment
- Correctly use office support accounting terminology
- Perform fundamental accounting support transactions
- Demonstrate job-search skills needed to successfully apply for, and interview for an entry level accounting office assistant job
- Analyze and record transactions manually and by using a computerized software

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

- <http://www.onetonline.org/link/summary/43-3051.00>

What are some potential job titles?

- Payroll Clerk
- Accounting Technician
- Small Business Bookkeeper

Wages, employment trends and pathways

- <http://www.onetonline.org/link/summary/43-3051.00#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 120, BUS 131, CWE 101 or CWE 102

Program Contact: Gary Gorland, 206-934-4602, gary.gorland@seattlecolleges.edu

Website: <https://northseattle.edu/certificates/accounting-office-assistant-ii-certificate>