



# Accounting

Associate in Applied Arts and Sciences (AAAS) or  
Certificate of Proficiency (CP)

Planning Guide 2017-2018

EPC 505 & 5053

## Program Information:

**Length of Program:** 55-92 Credits  
**Completion Award:** A.A.A.S. Degree or  
Certificate of Proficiency  
**Enrollment:** Fall, Winter, Spring  
**Approximate Quarterly Costs:** \$25-\$85  
(in addition to tuition, books and parking)

**Website:** [www.shoreline.edu/busad/accounting.aspx](http://www.shoreline.edu/busad/accounting.aspx)

## Program Advisor:

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## Program Description:

The Accounting Associate in Applied Arts and Sciences degree and Certificate of Proficiency are designed to prepare students for careers in public and private accounting sector. Shoreline Community College works closely with local advisory committees and industry professionals to ensure students receive the knowledge and skills currently in demand by employers in the field. Students interested in pursuing a four-year baccalaureate degree in Accounting should follow the Business AA-DTA transfer degree planning guide.

## Accounting—What is it?

Accounting is the recording, reporting and analysis of financial information for a business. Typically, accountants establish, develop and maintain the financial records of an organization. Job duties may include maintaining the accounting information system, preparing financial statements, verifying the accuracy of records and analyzing the output of the accounting system. With the use of accounting software, many of these tasks are now performed and stored in computer files. In the Accounting program, students use current software and develop skills to organize, analyze and interpret financial information that can apply to a variety of accounting occupations.

## Program Outcomes:

Students who successfully complete this program – **by obtaining a grade of 2.0 or above in each accounting course**- should be able to:

1. Apply basic principles, theories and procedures for recording and reporting financial data.
2. Apply practical accounting practices in a variety of business structures including corporations, partnerships and small businesses.
3. Prepare financial reports and analyze relevant financial data.
4. Provide management support in the budgeting, planning and decision-making processes.
5. Apply knowledge of payroll laws and related procedures.
6. Apply knowledge of individual income tax laws (for A.A.A.S. Degree students only).

## Career Opportunities—What can I do with a Certificate in <Title>

The job outlook for accounting-related occupations is very good. Graduates may be hired as an Accounts Receivable/Accounts Payable Clerk, Full-Charge Bookkeeper, Junior Accountant, Ledger Clerk, Payroll Clerk, or Tax Preparer.

**Potential employers include:** Many of the new accounting positions will be created in small, rapidly growing businesses or CPA firms. The field also provides opportunities for temporary employment, part-time work or accounting services out of your home. For more, please visit career information and resources at <http://www.shoreline.edu/counseling-center/career-counseling.aspx>.

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**Program Prerequisites:** Keyboarding is assumed knowledge. If you are not proficient in this area, Shoreline Community College provides classes to help students gain the necessary skills.

**A.A.A.S. DEGREE – 90-92 Credits**

<b>GENERAL EDUCATION   18-20 Credits</b>			
Course	QTR	GR	CR
BTWRT 215 Business Communications <i>or</i> ENGL& 101 English Composition			5
BUS 102 Business Mathematics <i>or</i> MATH 099 Intensive Intermediate Algebra			5
Multicultural Understanding <i>Options: BUS 103, MCS 105, CMST 203/285, GWS 284, HIST 245</i>			3-5
BUS 104 Human Relations			5

<b>CORE REQUIREMENTS   67 Credits</b>			
Course	QTR	GR	CR
ACCT 104 Payroll Accounting			5
ACCT& 201 Financial Accounting I			5
ACCT& 202 Financial Accounting II			5
ACCT& 203 Managerial Accounting			5
ACCT 206 Computer Accounting			5
ACCT 208 Not-for-Profit/Gov Acctg			5
BUS& 101 Intro to Business			5
BUS& 201 Business Law			5
BUSTC 107 Ten-Key-Calculators			2
BTWRT 115 Business English			5
BUSTC 128 Word 2016, Level 1			5
BUSTC 150 Excel 2016			5
CMST& 101 Intro to Communications			5

<b>Select one or more to complete credit requirements   3-5 Credits</b>			
Course	QTR	GR	CR
BUS 120 Principles of Marketing			5
BUS 180 Project Management			5
BUS 270 Entrepreneurship			5
BUSTC 101 Beginning Keyboarding			5
BUSTC 129 Word 2016, Level 2			5
BUSTC 160 PowerPoint 2016			4
BUSTC 170 Access 2016			5
ECON& 201 Micro Economics			5
<b>Work Experience/Industry Certification</b>			
QuickBooks Certification			3
AIPB Bookkeeper Certification			3
IRS Registered Tax Return Preparer			3
Other (approved by advisory)			3

**CERTIFICATE OF PROFICIENCY – 55 Credits**

<b>GENERAL EDUCATION   15 Credits</b>			
Course	QTR	GR	CR
BTWRT 215 Business Communications <i>or</i> ENGL& 101 English Composition			5
BUS 102 Business Mathematics <i>or</i> MATH 099 Intensive Intermediate Algebra			5
BUS 104 Human Relations			5

<b>CORE REQUIREMENTS   40 Credits</b>			
Course	QTR	GR	CR
ACCT 104 Payroll Accounting			5
ACCT& 201 Financial Accounting I			5
ACCT& 202 Financial Accounting II			5
ACCT& 203 Managerial Accounting			5
ACCT 206 Computer Accounting			5
BTWRT 115 Business English			5
BUSTC 128 Word 2016, Level 1			5
BUSTC 150 Excel 2016			5

**Recommendations:**

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<b><i>APPROVAL TO GRADUATE</i></b>	
_____ <i>Student Name &amp; SID</i>	_____ <i>Date</i>
_____ <i>Faculty Advisory</i>	_____ <i>Date</i>
_____ <i>Division Dean</i>	_____ <i>Date</i>
_____ <i>Credential Approval</i>	_____ <i>Date</i>

Minimum 2.0 required in all Accounting courses.

**Note:** Every effort has been made to ensure the accuracy of the information in this publication. However, the information is subject to change without notice and final career decisions are the responsibility of the student.