



2011-2012 Career Planning Guide

ACCOUNTING

Associate in Applied Arts & Science Degree (A.A.A.S.) or Certificate of Proficiency

Shoreline Community College

16101 Greenwood Avenue North

Shoreline, Washington 98133

Length of Program: 55-92 credits, 3-6 quarters

Completion Award: A.A.A.S. Degree or

Certificate of Proficiency

Program Advisors:

Carla Hogan 206 546-4538 Room 1419

chogan@shoreline.edu<http://www.shore.ctc.edu/shoreline/account.html>**Approximate Quarterly Costs**

Check quarterly class schedule for Tuition Table

Parking Fee Per Quarter (daytime)

\$15

Book prices vary widely. Average Quarterly Cost

\$200

Additional Instructional Fees

\$25-\$85

Enrollment: Students may enroll during any quarter.

Dan King 206 546-4702 Room 1415

dking@shoreline.edu

PROGRAM DESCRIPTION

The Accounting Program prepares students for a variety of accounting occupations in the public and private sector. Typically, accounting clerks establish, develop and maintain the financial records of organizations and departments. Job duties may include recording debits and credits, preparing ledgers and balance sheets, verifying the accuracy of records, classifying payables and receivables, preparing bank deposits and posting transactions. With the aid of improved and simplified software applications, many of these tasks are now performed and stored in computer files. Automation has expanded opportunities for managing financial information. In the accounting program, students use current software and develop skills in the creative process of organizing, analyzing and interpreting financial information.

PROGRAM OUTCOMES

Students who successfully complete this program 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, which summarize or 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. Integrate accounting functions within a computerized business environment, select appropriate software and convert a manual accounting system to a computerized one.
7. **Apply knowledge of individual income tax laws.

CAREER OPPORTUNITIES

Graduates can be employed by government and private industry. The job outlook for accounting-related occupations is very good.* Many of the new accounting positions will be created in small, rapidly growing businesses. The field also provides opportunities for temporary employment, part-time work or providing accounting services out of your home.

POTENTIAL POSITIONS INCLUDE

Accounts Receivable/Accounts Payable, Full-Charge Bookkeeper, Junior Accountant, Ledger Clerk, Payroll Clerk, Tax Preparation and other paraprofessional positions in CPA firms. Entry-level salaries range significantly depending upon the size and type of business, prior experience and the level of technical expertise required. Entry-level annual salaries typically range from \$20,676 to \$30,216.* For employment outlook, see the U.S. Dept. of Labor's Occupational Outlook Handbook at <http://www.bls.gov/OCO/>. *(Source: WOIS Occupational Summary-Bookkeeping and Accounting Clerks). **AAAS Degree only

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PROGRAM PREREQUISITES

Keyboarding and ten-key skills are assumed knowledge. If you are not proficient in these areas, Shoreline Community College provides day and evening classes to help students gain the necessary skills.

PROGRAM REQUIREMENTS

A minimum grade of 2.0 for each Accounting course is required for credit toward the degree and certificate.

A . A . A . S . D E G R E E

<u>General Education</u>			<u>Cr.</u>	<u>Gr.</u>
BUSTC	215	Prof. Communications	5	___
CIS	105	Computer Applications	5	___
or				
BUSTC	150	Excel 2007	5	___
BUS	104	Human Relations	5	___
___	___	Multicultural Understanding		
		See Approved List	3-5	___

<u>Core Requirements</u>			<u>Cr.</u>	<u>Gr.</u>
ACCT	101	Practical Acct I	5	___
ACCT	102	Practical Acctg II	5	___
ACCT	103	Pract Acctg-Managerial	5	___
ACCT	104	Payroll Accounting	5	___
ACCT	170	Federal Income Tax	5	___
ACCT	206	Computer Accounting	5	___
ACCT	208	Not-for-Profit/Gov Acct	5	___
BUSTC	115	Business Communications	5	___
BUSTC	170	Access 2007	5	___
BUS&	101	Intro to Business	5	___
BUS&	201	Business Law	5	___
BUS	102*	Business Mathematics	5	___
CMST&	101	Intro to Comm	5	___
or				
___		Other Approved CMST	5	___

Select one or more to complete credit requirements
5-7 credits.

BUSTC	128	Word 2007, Level 1	5	___
BUSTC	129	Word 2003, Level 2	5	___
BUSTC	107	10-Key Calculator	2	___
Internship-ACCT	297, 298, 299		1-3	___

Total Credits Required	90-92
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*Please note: ECON 100 or ECON& 201 required if
COMPASS math placement is above MATH 099

505 5053

C E R T I F I C A T E

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CIS	105	Computer Applications	5	___
or				
BUSTC	150	Excel 2007	5	___
BUS	104	Human Relations	5	___

<u>Core Requirements</u>			<u>Cr.</u>	<u>Gr.</u>
ACCT	101	Practical Acct I	5	___
ACCT	102	Practical Acctg II	5	___
ACCT	103	Pract Acctg-Managerial	5	___
ACCT	104	Payroll Accounting	5	___
ACCT	206	Computer Accounting	5	___
BUSTC	115	Business Communications	5	___
BUS	102	Business Mathematics	5	___
BUSTC	170	Access 2007	5	___

Total Credits Required	55
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COMMENTS: _____

STUDENT NAME _____

STUDENT I.D. _____

APPROVAL TO GRADUATE

ADVISOR APPROVAL _____ DATE _____

DIVISION DEAN APPROVAL _____ DATE _____

CREDENTIALS APPROVAL _____ DATE _____

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 reader.