



# ASSOCIATE IN ACCOUNTING

## GENERAL REQUIREMENTS (25 CREDITS)

### Communications (10 credits)

Select one:

- |             |                       |   |
|-------------|-----------------------|---|
| BUS 105     | Business English I    | 5 |
| * ENGL& 101 | English Composition I |   |

Select one:

- |             |                         |   |
|-------------|-------------------------|---|
| * BUS 250   | Business Communications | 5 |
| * CMST& 101 | Intro to Communication  |   |
| * CMST& 220 | Public Speaking         |   |

### Computation (5 credits)

Select one:

- |            |                      |   |
|------------|----------------------|---|
| BUS 107    | Business Mathematics | 5 |
| * MATH 156 | Finite Math          |   |

### Human Relations and Leadership (10 credits)

- |          |   |   |
|----------|---|---|
| MNGT 194 | Supervisory Training & Leadership Development | 5 |
|----------|---|---|

Select one:

- |             |                                  |   |
|-------------|----------------------------------|---|
| BUS 240     | Human Relations in the Workplace | 5 |
| * PSYC& 100 | General Psychology               |   |
| * SOC& 101  | Intro to Sociology               |   |

## ACCOUNTING REQUIREMENTS (42 OR 43 CREDITS)

### Introductory Classes (17 or 18 credits)

All of the following:

- |          |                           |   |
|----------|---------------------------|---|
| ACCT 170 | Practical Accounting I    | 5 |
| ACCT 171 | Practical Accounting II   | 5 |
| ACCT 172 | Practical Accounting III  | 5 |
| ACCT 173 | Practical Cost Accounting | 3 |

Or all of the following:

- |             |                                  |   |
|-------------|----------------------------------|---|
| * ACCT& 201 | Principles of Accounting I       | 5 |
| * ACCT& 202 | Principles of Accounting II      | 5 |
| * ACCT& 203 | Principles of Accounting III     | 5 |
| ACCT 175    | Practical Accounting Simulations | 2 |

### Advanced Classes (25 credits)

- |          |   |   |
|----------|---|---|
| ACCT 179 | Federal Income Tax Preparation            | 5 |
| ACCT 180 | Accounting Systems                        | 5 |
| ACCT 273 | Government Budget & Fund Accounting       | 5 |
| ACCT 275 | Payroll and Business Taxes                | 5 |
| ACCT 285 | Auditing & Advanced Analytical Techniques | 5 |

## BUSINESS REQUIREMENTS (19-26 CREDITS)

- |   |                               |   |
|---|-------------------------------|---|
| BUS& 201  | Business Law                  | 5 |
| BTECH 111   | Keyboarding                   | 3 |
| BTECH 112   | Keyboard Skillbuilding I      | 2 |
| <i>(BTECH 111 and 112 may be waived if typing proficiency is at least 30 wpm)</i> |                               |   |
| BTECH 135   | Electronic 10-Key Calculator  | 3 |
| <i>(BTECH 135 may be waived if proficiency on 10-key is demonstrated)</i>         |                               |   |
| BTECH 145   | Records & Database Management | 5 |
| Or  |                               |   |
| BTECH 146   | Filing Review <b>and</b>      | 2 |
| BTECH 156   | Records Management            | 3 |
| CIS 136   | Spreadsheet Applications      | 3 |

Select one:

- |           |  |     |
|-----------|--|-----|
| * CIS 121 | Intro to Computer Information Systems (5)        | 3-5 |
| CIS 110   | Intro to Microcomputer Business Applications (3) |     |

### Electives (7 credits minimum)

- |  |  |   |
|--|--|---|
| BTECH 113                              | Keyboard Skillbuilding II              | 2 |
| ECON 110                               | Survey of Economics                    | 5 |
| * ECON& 201                            | Micro Economics                        | 5 |
| * ECON& 202                            | Macro Economics                        | 5 |
| MNGT 283                               | Principles of Supervision & Leadership | 5 |
| MNGT 284                               | Small Business Planning                | 5 |
| Any introductory word processing class |  | 3 |
| Any 100-299 college course             |  | 5 |

### Total Credits Required

**90-94**

*\*Course that should be selected if the student intends to transfer to a four-year business program. Business majors should also be familiar with other transfer requirements as outlined in Pierce's Associate in Business – DTA degree.*

### Notes:

*possibilities.*  
realized.

# ASSOCIATE IN ACCOUNTING

Pierce College offers the Accounting Degree and the Certificate at the Puyallup campus. The program is designed to meet three basic needs:

- ✓ Training for entry-level jobs in accounting requiring higher level skills than data-entry.
- ✓ Accounting coursework requirements for students who plan to transfer to four-year institutions and major in business.
- ✓ Support courses for other programs of the college.

The Associate in Accounting and the Certificate in Practical Accounting are designed to prepare students for entry-level positions.

Accountant  
Accounting Clerk  
Accounts Payable Clerk  
Auditor  
Bank Teller  
Billing Clerk  
Bookkeeper  
Budget Analyst  
Business Manager  
Cashier  
Income Tax Advisor  
Payroll Clerk  
General Manager  
Medical Bookkeeper

*Pierce College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or age in its programs and activities.*

*Special funding may be available for unemployed workers and low-wage working parents. See your advisor or call (253) 964.6265.*

## Program Outcomes

- Possess the necessary skills to perform basic functions of entry level bookkeeping/accounting positions.
- Know how to apply related accounting knowledge such as taxation, payroll, auditing in performing accounting/bookkeeping functions/work.
- Use computer and related tools to perform financial reports and management reports.
- Awareness of ethical issues facing the profession and the value of a responsible citizen.
- Provide choices and classes for professional development and career changes.



## For More Information

Ken Kwok, Program Coordinator, Puyallup  
(253) 840.8427  
kkwok@pierce.ctc.edu

Office of Professional/Technical Education  
(253) 964.6645

## **Related Codes**

Intent: **F or J**

Accounting (AT): **505P**

Practical Accounting (Cert.): **505C**

This curriculum sheet was printed with funds from the Carl D. Perkins Act.  
Fall 2011