



# Certificate in Practical Accounting

It is recommended that students entering the program have basic typewriting or keyboarding skills or enroll during the first quarter in BTECH 111 (Keyboarding).

## GENERAL REQUIREMENTS (18 CREDITS)

|  |                              |   |
|--|------------------------------|---|
| BUS 107  | Business Mathematics         | 5 |
| BTECH 112  | Keyboard Skillbuilding I     | 2 |
| <i>(BTECH 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> |                              |   |
| CIS 136  | Spreadsheet Applications     | 3 |
| Select one:  |                              | 5 |
| BUS 105  | Business English I           |   |
| ENGL& 101  | English Composition I        |   |

## Notes:

## INTRODUCTORY CLASSES (12 OR 15 CREDITS)

*All of the following:*

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

*or all of the following:*

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

## ADVANCED CLASSES (10 CREDITS)

|          |                    |   |
|----------|--------------------|---|
| ACCT 180 | Accounting Systems | 5 |
|----------|--------------------|---|

*And one of the following:*

|          |                                   |   |
|----------|-----------------------------------|---|
| ACCT 179 | Federal Income Tax Preparation    | 5 |
| ACCT 273 | Government Budget/Fund Accounting |   |
| ACCT 275 | Payroll & Business Taxes          |   |

**Total Credits Required**

**40-43**

*possibilities.*  
realized.

# Certificate in Practical Accounting

Pierce College offers the Accounting Certificate and Degree 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



## Program Outcomes

- Possess knowledge and are ready to perform basic functions of bookkeeping/accounting procedures and duties as required in the entry level bookkeeping/accounting positions.
- Demonstrate proficiency in using accounting computer software (e.g. Peachtree and QuickBooks) to do basic bookkeeping/accounting and prepare basic accounting reports.
- Be prepared to pursue opportunities for Professional development, career change, and pursuance of Associate and higher degrees in Accounting or related disciplines.

*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.*

## For More Information

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Office of Professional/Technical Education  
(253) 964.6645

## Related Codes

Intent: F or J

Accounting (AT): PUY = 505P

Practical Accounting (Cert.): 505C

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