

**ACCOUNTING ASSISTANT
Certificate of Completion -- 31 credits**

Advising Notes:

- Admission Dates: Fall, Winter, Spring quarter.
- This program can be taken full-time or part-time.
- The classes listed below are a suggested sequence; as long as prerequisites are met, classes may be taken in a different order.

QUARTER ONE			CR	Prerequisites	Qtr Offered
ACCT	111	Intro. to Accounting I	5	ABED 040 or MATH 070, and ENGL 093	FWSp
ACCT	112	Business Calculator App.	3	ABED 040 or MATH 070	FWSp
BAS	120	Business Desktop Management	5	None	All

QUARTER TWO					
ACCT	105	QuickBooks	3	ACCT 111, BAS 105, BAS 120	FWSp
ACCT	210	Intro. to Accounting II	5	ACCT 111 and, Math 080 or BUSA 100	FWSp
BAS	112	Excel I	5	BAS 120, BAS 105	All

QUARTER THREE					
ACCT&	201	Principles of Accounting I	5	ACCT 111, ACCT 210 recommended	WSp