



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Accounting Certificate of Completion Program Requirements 2011-2012

Student Name _____
Student ID _____

Department Website <http://acct.edcc.edu>

Credit/Grade Requirements All required credits must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

Students are advised to

1. Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
2. Review the college catalog for required course prerequisites and include these in schedule planning
3. Communicate with a faculty adviser

Graduation Application A completed Certificate of Completion application form should be submitted to Enrollment Services AFTER your final class has been completed. Forms are available at Enrollment Services located in Lynnwood Hall.

Advisers The adviser for this program is
Amy Shigley amy.shigley@edcc.edu 425-640-1599

Course	Qtr	Credit	Grade
Certified Bookkeeper Exam Preparation (16 credits)			
ACCT& 201 Principles of Accounting I*	_____	5	_____
ACCT& 202 Principles of Accounting II	_____	5	_____
ACCT 254 Business/Payroll Tax Accounting	_____	5	_____
ACCT 298 Individual Project in ACCT**	_____	1	_____

Explanatory Notes

- * Prerequisite is ACCT 101 or instructor's permission
- ** Work with your faculty adviser to develop your Certified Bookkeeper Preparation project

_____ Adviser's Signature	_____ Date	_____ Dean's Signature	_____ Date
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