

## Requirements 2012-2013

Courses may be subject to prerequisites and minimum grade requirements. Check online at [bellevuecollege.edu/catalog/courses](http://bellevuecollege.edu/catalog/courses).

Course	Course Title	Credits
<b>CORE COURSEWORK</b>		
ACCT 101*	Applied Accounting I.....	5
ACCT 102*	Applied Accounting II.....	5
ACCT 135	Business Payroll Tax Accounting.....	5
ACCT 172	Small Business Computerized Accounting.....	5
ACCT 234*	Managerial Accounting.....	5
ACCT 245	Accounting Information Systems.....	5
ACCT 250	Intermediate Accounting.....	5
ACCT 260	Accounting for Not-for-Profit Agencies.....	5
ACCT 285	Federal Income Taxes.....	5
BTS 165	Business Spreadsheet Analysis & Design.....	5
BA 200	Business Law Legal Foundations OR.....	5
BUS& 201	Business Law	
<i>*Acct&amp;201, 202 and 203 may be substituted for Acct 101, 102 and 234</i>		
<b>COMMUNICATION</b>		
ENGL& 101	English Composition I.....	5
ENGL 201	The Research Paper OR.....	5
ENGL& 235	Technical Writing OR	
ENGL 271	Expository Writing	
<b>QUANTITATIVE</b>		
MATH 130	Introduction to Statistics.....	5
OR any other college level math of 107 or higher		
<b>SOCIAL SCIENCE, NATURAL SCIENCE OR HUMANITIES</b>		
<b>Choose 10 credits from the following:</b> .....		10
BUS& 101	Introduction to Business (5 Cr)	
CES 241	Multicultural Business Consulting (5 Cr)	
CMST 202	Survey of Speech Communication (5 Cr)	
CMST& 210	Interpersonal Communication (5 Cr)	
CMST& 230	Small Group Communication (5 Cr)	
CMST 250	Organizational Communication (5 Cr)	
CMST 280	Intercultural Communication (5 Cr)	
ECON& 201	Microeconomics (5 Cr)	
ECON& 202	Macroeconomics (5 Cr)	
OR	choose any 10 credits from the AAS Degree (DTA) list of Social Science, Natural Science or Humanities electives. You must have at least 5 credits that meet the Bellevue College Cultural Diversity requirement.	
<b>PARAPROFESSIONAL ACCOUNTING AAS-T ELECTIVES</b>		
<b>Choose 15 credits to meet minimum degree total of 90:</b> .....		15
ACCT 240	Computerized Accounting (5 Cr)	
ACCT 270	Cost Accounting (5 Cr)	
ACCT 288	Bookkeeper Certification (10 Cr)	
BTS 146	10-Key (5 Cr)	
BTS 265	Business Spreadsheet Analysis & Design (5 Cr)	
BTS 293	Business Technology Practicum (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
BUS 221	Human Resource Management	
EXPRL 191/2/3	Academic Internship Experience (V 1-5 CR)	
OR	Any program approved elective (5 Cr)	
<b>GRAND TOTAL</b>	.....	<b>95</b>

**Program Contact Info:** [bellevuecollege.edu/programs/az/](http://bellevuecollege.edu/programs/az/) **Accounting – Paraprofessional**

Use Degree Audit to track your progress toward completion of this degree at [bellevuecollege.edu/degreeaudit](http://bellevuecollege.edu/degreeaudit)

Please refer to [bellevuecollege.edu/programs/degrees/](http://bellevuecollege.edu/programs/degrees/) for latest degree updates and further information.

BC General Education requirements embedded in this degree are designed to address areas and specific requirements that ensure that students' learning experiences prepare them to build fulfilling and successful lives as individuals, workers, citizens, and life-long learners.

## Paraprofessional Accounting

Degree Completion Worksheet 2012-13

Student Name: \_\_\_\_\_

SID: \_\_\_\_\_

<b>Program Requirements</b> Courses may be subject to minimum grade requirements and prerequisites			<b>Approved Substitution/Transfer Credit</b>					
Course	Course Title	Cr	School	Course	Cr	Grade	Qtr	Yr
ACCT 101*	Applied Accounting I	5						
ACCT 102*	Applied Accounting II	5						
ACCT 135	Business Payroll Tax Accounting	5						
ACCT 172	Small Business Computerized Accounting	5						
ACCT 234*	Managerial Accounting	5						
ACCT 245	Accounting Information Systems	5						
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BTS 165	Business Spreadsheet Analysis & Design	5						
BA 200	Business Law Legal Foundations OR	5						
BUS& 201	Business Law							
<b>COMMUNICATION</b>								
ENGL& 101	English Composition I	5						
ENGL 201	The Research Paper OR	5						
ENGL& 235	Technical Writing OR							
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<b>QUANTITATIVE</b>								
MATH 130	Introduction to Statistics OR any other college level math of 107 or higher	5						
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BUS& 101	Introduction to Business (5 Cr)	10						
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CMST 202	Survey of Speech Communication (5 Cr)							
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Program Requirements Courses may be subject to minimum grade requirements and prerequisites			Approved Substitution/Transfer Credit					
Course	Course Title	Cr	School	Course	Cr	Grade	Qtr	Yr
<b>PARAPROFESSIONAL ACCOUNTING AAS-T ELECTIVES</b> <b>Choose 15 credits from the following:</b>		15						
ACCT 240	Computerized Accounting (5 Cr)							
ACCT 270	Cost Accounting (5 Cr)							
ACCT 288	Bookkeeping Certification (10 Cr)							
BTS 146	10-Key (5 Cr)							
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)							
BTS 293	Business Technology Practicum (5 Cr)							
BUS 120	Organizational Behavior (5 Cr)							
BUS 221	Human Resource Management (5 Cr)							
EXPRL 191/2/3	Academic Internship Experience (V 1-5 CR)							
OR	Any program approved elective							
<b>TOTAL:</b>		<b>95</b>						

Exceptions to degree or certificate requirements and graduation information: <http://bellevuecollege.edu/enrollment/graduation/>

**Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.**

Program Chair: \_\_\_\_\_ Date: \_\_\_\_\_