



# Paraprofessional Accounting Preparation

Certificate of Completion

## 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
ACCT 101	Practical Accounting I.....	5
BTS 146	10-Key.....	1
BTS 165	Business Spreadsheet Analysis & Design.....	5
BUS 145	Business Mathematics.....	5
<b>GRAND TOTAL</b>	.....	<b>16</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 certificate at [bellevuecollege.edu/degreeaudit](http://bellevuecollege.edu/degreeaudit)

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

All coursework applied to this certificate must be approved by program chair.  
Submit completed form to Enrollment Services when applying for graduation.

**Paraprofessional  
Accounting Preparation**

Certificate Completion Worksheet 2012-13

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

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

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
ACCT 101	Practical Accounting I	5						
BTS 146	10-Key	1						
BTS 165	Business Spreadsheet Analysis & Design	5						
BUS 145	Business Mathematics	5						
<b>TOTAL:</b>		<b>16</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: \_\_\_\_\_