

Student Name: _____

SID: _____

 Courses may be subject to prerequisites and minimum grade requirements. Check online at www.bellevuecollege.edu/classes/all/

PROGRAM REQUIREMENTS			REQUESTED SUBSTITUTION/TRANSFER CREDIT					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
CORE COURSEWORK (14 credits)								
ACCT 172	Small Business Computerized Accounting	5						
ACCT 240	Computerized Accounting	5						
ACCT 245	Accounting Information Systems	5						
BTS 168	Business Data Management Tools	5						
BUSIT 103	SQL Fundamentals	5						
PROG 160	Systems Analysis and Design	5						
TOTAL		30						

Please complete this form prior to meeting with the Program Chair for signature. Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Chair: _____

Date: _____

DESCRIPTION

The Accounting Information Systems certificate emphasizes computerized accounting for small to mid-range organizations. The certificate incorporates the use of various computerized accounting systems and the techniques to analyze data management, structure, flow and system design.

Certificate Recipients should possess the following skills and abilities:

- Analyze a business' accounting systems needs
- Analyze and record transactions
- Evaluate security needs
- Perform extensive hands-on work using the software
- Perform fundamental accounting transactions
- Prepare and communicate accounting information analysis, using selected information system software

STAYING ON TRACK

 Use Degree Audit to track your progress toward completion of this certificate at <http://bellevuecollege.edu/degreeaudit/>

 Please refer to <http://bellevuecollege.edu/programs/degrees/> for latest degree updates and further information.

GRADUATION APPLICATION

 Students must apply for graduation. Submit your graduation application form prior to the end of the final quarter; there is no fee required for this certificate. Applications are available at http://bellevuecollege.edu/enrollment/graduation/apply/applications/Short_term_cert.pdf, and at the Enrollment and Registrar Services desk located in the Student Services building.

Submit application to Enrollment and Registrar Services on the first floor of the Student Services Building.

PROGRAM CONTACT INFORMATION

www.bellevuecollege.edu/classes/all/ **Accounting**