

Student Name: _____

SID: _____

 Courses may be subject to prerequisites and minimum grade requirements. Check online at <http://bellevuecollege.edu/classes/All/>

PROGRAM REQUIREMENTS			REQUESTED SUBSTITUTION/TRANSFER CREDIT					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
ACCT 234	Managerial Accounting	5						
ACCT 245	Accounting Information Systems	5						
BTS 265	Advanced Business Spreadsheet Analysis & Design	5						
BTS 268	Advanced Business Data Management Tools	5						
BUSIT 103	SQL Fundamentals	5						
PROG 175	Database Reporting	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 Financial Data Report Specialist certificate emphasizes database and database reporting of financial and managerial information used for decision making and analysis. There is an emphasis on data analysis and reporting tools such as spreadsheets and databases.

Learning Outcomes

Certificate recipients should possess the skills and abilities described below:

- Use spreadsheets and database programs for data collection and information reporting of financial and managerial accounting data
- Perform decision making through data collection and analysis
- Prepare and communicate managerial accounting analysis used in decision making
- Prepare and communicate financial 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 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/ *Financial Data Report Specialist*