

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 (if applicable)					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
CORE COURSEWORK (14 credits)								
ACCT 135	Business Payroll Accounting	3						
ACCT 172	Small Business Computerized Accounting	5						
BTS 146	10-Key	1						
BTS 165	Business Spreadsheet Analysis & Design	5						
Choose 5 credits from the following:		5						
BUS 145	Business Mathematics (5 Cr)							
	Any college level math of 107 or higher (5 Cr)							
Choose 5 credits from the following:		5						
ACCT 101	Practical Accounting I (5 Cr)							
ACCT& 201	Principles of Accounting I (5 Cr)							
Choose 5 credits from the following:		5						
ACCT 102	Practical Accounting II (5 Cr)							
ACCT& 202	Principles of Accounting II (5 Cr)							
Choose one of the following:		2-3						
BTS 144	Personal Information Manager (3 Cr)							
ACCT 160	Washington State: Tax and Audit (3 Cr)							
ACCT 272	QuickBooks Certification (2 Cr)							
Choose 5 credits from the following:		5						
BTS 109	Business Communications (5 Cr)							
ENGL& 101	English Composition (5 Cr)							
Choose 5 credits from the following:		5						
BUS 120	Organizational Behavior (5 Cr)							
BUS 221	Human Resource Management (5 Cr)							
Choose 5 credits from the following:		5						
ACCT& 203	Principles of Accounting III (5 Cr)							
ACCT 234	Managerial Accounting (5 Cr)							
BTS 168	Business Data Management Tools (5 Cr)							
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)							
BUS& 101	Introduction to Business							
TOTAL		46-47						

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: _____

Accounting Assistant 2014-2015 Certificate of Achievement (continued)

CERTIFICATE REQUIREMENTS

Must earn a cumulative GPA of 2.00 in all coursework taken at BC, and in all courses applied to the degree. Complete at least one-third of all the credits applicable toward the degree or certificate in residence at BC.

TRANSFER CREDITS

For credits from other institutions, meet with a faculty advisor or curriculum advisor for an initial unofficial transcript review.

For an official review, submit a Petition for Exception to Degree or Certificate Requirements and an official transcript(s) in the prior institution(s) sealed envelope to the Program Chair.

Petition: [http://bellevuecollege.edu/services/Program chairs:](http://bellevuecollege.edu/services/Program%20chairs/)
www.bellevuecollege.edu/classes/all/

NON-TRADITIONAL CREDITS

BC awards non-traditional credit for prior learning. Credit may be awarded for work completed in private study, at non-accredited institutions, or for certificate/training. Credit is awarded through examination, evaluation of certification/training, or submission of portfolio or other form of assessment. To apply for the credits, students must be registered at the college for the quarter in which non-traditional credits are requested and have completed ten quarter credit hours at the college.

For more information, go to <http://bellevuecollege.edu/enrollment/academic/nontraditional/>

GENERAL EDUCATION REQUIREMENTS

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.

STAYING ON TRACK

Use Degree Audit to track your progress toward completion of this degree at 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 two quarters prior to the expected graduation date and pay the application fee.

Application deadlines:

- Fall: June 1
- Winter: October 10
- Spring: December 10
- Summer: March 15

PROGRAM CONTACT INFORMATION

www.bellevuecollege.edu/classes/all/

Accounting

DESCRIPTION

The Accounting Assistant Certificate emphasizes practical skills in the accounting field as well as providing an introduction to business management. Embedded in the certificate is a national certification in a leading accounting software package. Students completing the certificate are employable as AP, AR or payroll clerks or any entry level accounting support position.

Learning Outcomes

Degree recipients should possess the skills and abilities described below:

- Analyze and record transactions including general accounting transactions, payroll
- Perform fundamental accounting transactions
- Prepare financial reports using selected small business computerized accounting software, database and spreadsheet programs
- Communicate accounting results to management

ASSOCIATE IN ARTS & SCIENCES DEGREE (DTA)

The Associate in Arts & Sciences Degree Direct Transfer Agreement (DTA) is updated annually on the Bellevue College website at:

https://www.bellevuecollege.edu/worksheets/pdfs/Transfer/AAS_DTA.pdf

CULTURAL DIVERSITY REQUIREMENT (CDR)

One cultural diversity (CD) course must be taken from the list below as part of the Natural Science, Social Science, and Humanities section.

Anthropology (ANTH) 100, 104, 106, 108, 117, 180, 200, 206, 208, 209, 210, 211, 212, 214, 220, 222, 224, 235, 260, 265; **Art** (ART) 103; **Cultural and Ethnic Studies** (CES) 100, 101, 106, 109, 120, 121, 130, 140, 152, 180, 200, 201, 203, 205, 210, 241, 257; **Communication Studies** (CMST) 134, 250, 280; **French** (FRCH) 131, 132, 133, 231, 232, 233; **Geography** (GEOG) 200, 277

Additional cultural diversity courses that do not meet the requirements of the Natural Science, Social Science, Humanities section can be found here:

<http://bellevuecollege.edu/programs/degrees/culturaldiversity/>