

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 (if applicable)					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
CORE COURSEWORK (14 credits)								
ACCT 101	Practical Accounting I	5						
ACCT 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)							
TOTAL		16						

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

This 16-credit certificate is the foundation coursework for students to begin accounting studies (suggested first-quarter course of study in accounting).

Learning Outcomes

Certificate recipients should possess the skills and abilities described below:

- Demonstrate a basic understanding of accounting principles
- Use industry-standard financial tools

STAYING ON TRACK

Use Degree Audit to track your progress toward completion of this certificate 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 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 Preparation**