

<b>STUDENT NAME</b>		<b>SID #</b>	
<b>PROGRAM CHAIR</b>		<b>DATE</b>	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)						
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year	
<b>CORE COURSEWORK</b>									
ACCT 101	Practical Accounting I	5							
ACCT 146	10-Key	1							
BTS 165	Business Spreadsheet Analysis & Design	5							
<i>Choose 5 credits from the following:</i>		5							
BUS 145	Business Mathematics (5 Cr) Any college level Math of 107 or higher (5 Cr)								
<b>TOTAL</b>		<b>16</b>							

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 & abilities described below:

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

**FOR MOST UP-TO-DATE INFORMATION, GO TO:**

[www.bellevuecollege.edu/programs/degrees/proftech/acct/#acctprep](http://www.bellevuecollege.edu/programs/degrees/proftech/acct/#acctprep)

**NOTES**