

STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)			Completed		
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
CORE COURSEWORK								
ACCT 135	Business Payroll Tax Accounting	3						
ACCT 172	Small Business Computerized Accounting	5						
ACCT 146	10-Key	1						
BTS 165	Business Spreadsheet Analysis and Design	5						
<i>Choose 5 credits from the following:</i>		5						
BUS 145	Business Mathematics (5 Cr) Any college level math 107 or higher (5 Cr)							
<i>Choose 5 credits from the following:</i>		5						
ACCT 101	Practical Accounting I (5 Cr)							
ACCT& 201	Principles of Accounting I (5 Cr)							
<i>Choose 5 credits from the following:</i>		5						
ACCT 102	Practical Accounting II (5 Cr)							
ACCT& 202	Principles of Accounting II (5 Cr)							
TOTAL		29						

The Bookkeeping Certificate emphasizes practical skills in the accounting field. 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 for entry level positions.

LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- Analyze & record transactions including general accounting transactions, payroll.
- Perform fundamental accounting transactions
- Prepare financial reports using selected small business computerized accounting software and spreadsheet programs.

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

www.bellevuecollege.edu/programs/degrees/proftech/acct/#bookkeeping

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