BELLEVUE COLLEGE

Accounting Preparation

Certificate of Completion

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 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						

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

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