

Requirements 2011-2012

Courses may be subject to prerequisites and minimum grade requirements.

Check online at bellevuecollege.edu/catalog/courses.

Course	Course Title	Credits
ACCT 135	Business Payroll Tax Accounting.....	5
ACCT 172	Small Business Computerized Accounting.....	5
BTS 146	10-Key.....	1
BTS 165	Business Spreadsheet Analysis & Design.....	5
BUS 145	Business Mathematics.....	5
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)	
GRAND TOTAL	31

Program Contact Info: bellevuecollege.edu/programs/az/ **Accounting – Paraprofessional**

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 certificate updates and further information.

**All coursework applied to this certificate must be approved by program chair.
Submit completed form to Enrollment Services when applying for graduation.**

Student Name: _____

SID: _____

Program Requirements Courses may be subject to minimum grade requirements and prerequisites			Approved Substitution/Transfer Credit					
Course	Course Title	Cr	School	Course	Cr	Grade	Qtr	Yr
ACCT 135	Business Payroll Tax Accounting	5						
ACCT 172	Small Business Computerized Accounting	5						
BTS 146	10-Key	1						
BTS 165	Business Spreadsheet Analysis & Design	5						
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Choose 5 credits from the following:		5						
ACCT 101	Practical Accounting I (5 Cr)							
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ACCT 102	Practical Accounting II (5 Cr)							
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TOTAL:		31						

Exceptions to degree or certificate requirements and graduation information: <http://bellevuecollege.edu/enrollment/graduation/>

Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Chair: _____

Date: _____