

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)	
Choose 5 credits from the following:		5
BTS 109	Business Communications (5 Cr)	
ENGL& 101	English Composition I (5 Cr)	
Choose 5 credits from the following:		5
BUS 120	Organizational Behavior (5 Cr)	
BUS 221	Human Resource Management (5 Cr)	
Choose 5 credits from the following:		5
BTS 168	Business Data Management Tools (5 Cr)	
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)	
BUS& 101	Introduction to Business (5 Cr)	
GRAND TOTAL	46

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.**

Related Instruction for BC Certificate of Achievement: Programs of study which are an academic year or more in length for which certificates are granted contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation 3) human relations. Instruction may be either embedded within the program curriculum or taught in blocks of specialized instruction. Additional topics which are covered as appropriate include safety, industrial safety, and environmental awareness.

Student Name: _____

SID: _____

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TOTAL:		46						

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: _____