

Paraprofessional Accounting Preparation

Certificate of Completion

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 101 | Practical Accounting I..... | 5 |
| BTS 146 | 10-Key..... | 1 |
| BTS 165 | Business Spreadsheet Analysis & Design..... | 5 |
| BUS 145 | Business Mathematics..... | 5 |
| GRAND TOTAL | | 16 |

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.

Paraprofessional
Accounting Preparation

Certificate Completion Worksheet 2011-12

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 101 | Practical Accounting I | 5 | | | | | | |
| BTS 146 | 10-Key | 1 | | | | | | |
| BTS 165 | Business Spreadsheet Analysis & Design | 5 | | | | | | |
| BUS 145 | Business Mathematics | 5 | | | | | | |
| TOTAL: | | 16 | | | | | | |

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: _____