

Student Name: \_\_\_\_\_

SID: \_\_\_\_\_

 Courses may be subject to prerequisites and minimum grade requirements. Check online at <http://bellevuecollege.edu/classes/All/>

PROGRAM REQUIREMENTS			REQUESTED SUBSTITUTION/TRANSFER CREDIT					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
<b>CORE COURSEWORK</b>								
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						
Choose 5 credits from the following:		5						
BUS 145	Business Mathematics (5 Cr)							
	Any college level math 107 or higher (5 Cr)							
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)							
<b>TOTAL</b>		<b>29</b>						

Please complete this form prior to meeting with the Program Chair for signature. Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Chair: \_\_\_\_\_

Date: \_\_\_\_\_

### DESCRIPTION

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 and abilities described below:

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

### STAYING ON TRACK

 Use Degree Audit to track your progress toward completion of this certificate at <http://bellevuecollege.edu/degreeaudit/>

 Please refer to <http://bellevuecollege.edu/programs/degrees/> for latest degree updates and further information.

### GRADUATION APPLICATION

 Students must apply for graduation. Submit your graduation application form prior to the end of the final quarter; there is no fee required for this certificate. Applications are available at [http://bellevuecollege.edu/enrollment/graduation/apply/applications/Short\\_term\\_cert.pdf](http://bellevuecollege.edu/enrollment/graduation/apply/applications/Short_term_cert.pdf), and at the Enrollment and Registrar Services desk located in the Student Services building.

Submit application to Enrollment and Registrar Services on the first floor of the Student Services Building.

### PROGRAM CONTACT INFORMATION

[www.bellevuecollege.edu/classes/all/](http://www.bellevuecollege.edu/classes/all/) **Bookkeeping**