

APPLICATION FOR GRADUATION

Accounting & Payroll Administration Diploma (Part-Time)

Students must successfully complete the required Accounting & Payroll courses below. Please complete the Application for Graduation form and submit it to the BCCE email address: bccerecords@burnabyschools.ca. If you require assistance, please call 604-296-6901

If applicable - Credit may be given for up to 3 equivalent courses taken at other educational facilities. Please provide proof with this application form. Students must complete all courses within 3 years of starting the program.

First Name: _____ Last Name: _____

Email Address: _____ Date Submitted: _____

ACCOUNTING & PAYROLL ADMINISTRATION COURSES	DATE COMPLETED (Student to fill in)
Bookkeeping	
Business Office Communications	
MS Excel Level 1	
MS Excel Level 2	
Payroll	
QuickBooks Level 1	
QuickBooks Level 2	
Sage Computerized Accounting Level 1	
Sage Computerized Accounting Level 2	

Comments: _____

BCCE SECRETARY (For Office Use Only):

Student Database File Reviewed	
Confirmation Of Courses Completed	
Student Final Transcript and Diploma Created	
Student Entered on Current Graduation List	