

### Requirements 2009-2010

Courses may be subject to prerequisites and minimum grade requirements. Check online at [bellevuecollege.edu/catalog/courses](http://bellevuecollege.edu/catalog/courses).

Course Number	Course Title	Credits
BTS 141	Presentation Applications Beginning.....	1
BTS 142	Presentation Applications Intermediate.....	1
BTS 144	Personal Information Manager.....	3
BTS 161	Computer & Software Fundamentals.....	5
BTS 163	Word Processing Applications.....	5
BTS 165	Business Spreadsheet Analysis & Design.....	5
<b>Choose 3-5 credits from the following:</b> .....		3-5
BTS 104	Keyboarding Review & Speed Building (3 Cr)	
BTS 109	Business Communications (5 Cr)	
BTS 143	Presentation Applications Advanced (1 Cr)	
BTS 145	Introduction to Web Technology (1 Cr)	
BTS 173	Windows Basics (1 Cr)	
BTS 174	Windows File & Disk Management Basics (1 Cr)	
BTS 293	Teaching Technology (5 Cr)	
<b>GRAND TOTAL</b>	.....	<b>23-25</b>

**Program Contact Info:** [bellevuecollege.edu/programs/az/](http://bellevuecollege.edu/programs/az/) **Business Technology Systems**

Use Degree Audit to track your progress toward completion of this certificate at: [bellevuecollege.edu/da/](http://bellevuecollege.edu/da/)  
Please refer to [bellevuecollege.edu/programs/degrees/certificates/](http://bellevuecollege.edu/programs/degrees/certificates/) for latest certificate updates and further information.

Updated: 4/15/09

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

COMPLETION WORKSHEET 2009-2010

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

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

Program Requirements			Approved Substitution*/Transfer Credit					
Courses may be subject to minimum grade requirements and prerequisites								
Course	Course Title	Cr	School	Course	Cr	QTR	YR	Grade
BTS 141	Presentation Applications: Beginning	1						
BTS 142	Presentation Applications: Intermediate	1						
BTS 144	Personal Information Manager	3						
BTS 161	Computer & Software Fundamentals	5						
BTS 163	Word Processing Applications	5						
BTS 165	Business Spreadsheet Analysis & Design	5						
<b>Choose 3-5 credits from the following</b>		3-5						
BTS 104	Keyboarding Review & Speed Building (3 Cr)							
BTS 109	Business Communications (5 Cr)							
BTS 143	Presentation Application Advanced (1 Cr)							
BTS 145	Introduction to Web Technology (1 Cr)							
BTS 173	Windows Basic (1 Cr)							
BTS 174	Windows File & Disk Management Basics (1 Cr)							
BTS 293	Teachnig Technology (5 Cr)							
<b>TOTAL:</b>		<b>23-25</b>						

Updated: 4/29/09

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

Graduation application deadlines: Fall Quarter - June 1; Winter Quarter - October 10; Spring Quarter - December 10; Summer Quarter - March 15

Student Signature: \_\_\_\_\_ Program Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Exceptions to Degree or Certificate Requirements
o All requests for course substitution or waiver of the degree/certificate requirements listed in the BC course catalog are petitioned to the Evaluations/Graduation Office, which forwards the petition to the Executive Dean of Instruction or designee for approval.
o Written program chair approval is required prior to submitting the petition to the Evaluations/Graduation Office. Petition forms are available at the Evaluations/Graduation Office or online at <a href="http://bellevuecollege.edu/enrollment/graduation/">http://bellevuecollege.edu/enrollment/graduation/</a> .
o Submit petition with supporting documentation to the Evaluations/Graduation Office prior to the final quarter for which you are graduating.