

**Requirements 2011-2012**

Courses may be subject to prerequisites and minimum grade requirements.

Check online at [bellevuecollege.edu/catalog/courses](http://bellevuecollege.edu/catalog/courses).

Course	Course Title	Credits
BTS 144	Personal Information Manager .....	3
BTS 147	Presentation Design and Delivery .....	3
BTS 163	Business Document Design Comprehensive .....	5
BTS 165	Business Spreadsheet Analysis & Design .....	5
<b>Choose 5 credits from the following:</b> .....		<b>5</b>
BTS 110	Web Essentials for Communications (5 Cr)	
BTS 161	Business Software Essentials (5 Cr)	
<b>Choose 3-6 credits from the following:</b> .....		<b>3-6</b>
BTS 104	Keyboarding Review & Speed Building (1 Cr)	
BTS 109	Business Communications (5 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	Business Technology Practicum (5 Cr)	
<b>GRAND TOTAL</b>	.....	<b>24-27</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.

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

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

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

Program Requirements Courses may be subject to minimum grade requirements and prerequisites			Approved Substitution/Transfer Credit			Grade	Qtr	Yr
Course	Course Title	Cr	School	Course	Cr			
BTS 144	Personal Information Manager	3						
BTS 147	Presentation Design and Delivery	3						
BTS 163	Business Document Design Comprehensive	5						
BTS 165	Business Spreadsheet Analysis & Design	5						
<b>Choose 5 credits from the following:</b>		5						
BTS 110	Web Essentials for Communication (5 Cr)							
BTS 161	Business Software Essentials (5 Cr)							
<b>Choose 3-6 credits from the following:</b>		3-6						
BTS 104	Keyboarding Review & Speed Building (1 Cr)							
BTS 109	Business Communications (5 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	Business Technology Practicum (5 Cr)							
<b>TOTAL:</b>		<b>24-27</b>						

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: \_\_\_\_\_