

Requirements 2011-2012

Courses may be subject to prerequisites and minimum grade requirements.

Check online at bellevuecollege.edu/catalog/courses.

Course	Course Title	Credits
BTS 109	Business Communications.....	5
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
BTS 250	Administrative Office Management.....	5
BTS 293	Business Technology Practicum.....	5
BUS 145	Business Mathematics.....	5
Choose 5 credits from of the following:		5
BTS 110	Web Essentials for Communications (5 Cr)	
BTS 161	Business Software Essentials (5 Cr)	
Choose 5 credits from of the following:		5
BTS 186	Publication Design Essentials (5 Cr)	
BTS 189	Webpage Authoring Essentials (5 Cr)	
Choose 2-5 credits from the following:		2-5
ACCT 172	Small Business Computerized Accounting (5 Cr)	
BTS 104	Keyboarding Review & Speed Building (1 Cr)	
BTS 145	Introduction to Web Technology (1 Cr)	
BTS 146	10-Key (1 Cr)	
BTS 168	Business Data Management Tools (5 Cr)	
BTS 171	Operating Systems for Advanced Users (5 Cr)	
BTS 187	Publication Design for Print (5 Cr)	
BTS 188	Digital Images for Desktop Publishing (5 Cr)	
BTS 210	Collaborative Online Workspaces (5 Cr)	
BTS 265	Advanced Business Spreadsheet Analysis & Design (5 Cr)	
BTS 268	Advanced Business Data Management Tools (5 Cr)	
BTS 280	Project Planning, Tracking & Reporting (5 Cr)	
BTS 289	Design and Deploy Ecommerce Website (5 Cr)	
BUS 120	Organizational Behavior (5 Cr)	
CMST& 230	Small Group Communication (5 Cr)	
MKTG 110	Client Customer Relations (5 Cr)	
GRAND TOTAL	48-51

Program Contact Info: bellevuecollege.edu/programs/az/ **Business Technology Systems**

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.

Related Instruction for BC Certificate of Achievement: Programs of study which are an academic year or more in length for which certificates are granted contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation 3) human relations. Instruction may be either embedded within the program curriculum or taught in blocks of specialized instruction. Additional topics which are covered as appropriate include safety, industrial safety, and environmental awareness.

Student Name: _____

SID: _____

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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:** _____