

Advanced Business Software Specialist

Certificate of Achievement

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 144	Personal Information Manager	3
BTS 163	Business Document Design Comprehensive	5
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 168	Business Data Management Tools	5
BTS 171	Operating Systems for Advanced Users	5
BTS 265	Advanced Business Spreadsheet Analysis & Design	5
BTS 268	Advanced Business Data Management Tools	5
BTS 280	Project Planning, Tracking, & Reporting	5
Choose 5 credits from the following:		5
BTS 110	Web Essentials for Communications (5 Cr)	
BTS 161	Business Software Essentials (5 Cr)	
Choose 5 credits from the following:		5
BTS 186	Publication Design Essentials (5 Cr)	
BTS 210	Collaborative Online Workspaces (5 Cr)	
CS 250	Management Information Systems (5 Cr)	
GRAND TOTAL		48

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 environment awareness.

Advanced Business Software Specialist
Certificate Completion Worksheet 2011-12

Student Name: _____

SID: _____

Program Requirements Courses may be subject to minimum grade requirements and prerequisites			Approved Substitution/Transfer Credit					
Course	Course Title	Cr	School	Course	Cr	Grade	Qtr	Yr
BTS 144	Personal Information Manager	3						
BTS 163	Business Document Design Comprehensive	5						
BTS 165	Business Spreadsheet Analysis & Design	5						
BTS 168	Business Data Management Tools	5						
BTS 171	Operating Systems for Advanced Users	5						
BTS 265	Advanced Business Spreadsheet Analysis & Design	5						
BTS 268	Advanced Business Data Management Tools	5						
BTS 280	Project Planning, Tracking, & Reporting	5						
Choose 5 credits from the following:		5						
BTS 110	Web Essentials for Communications (5 Cr)							
BTS 161	Business Software Essentials (5 Cr)							
Choose 5 credits from the following:		5						
BTS 186	Publication Design Essentials (5 Cr)							
BTS 210	Collaborative Online Workspaces (5 Cr)							
CS 250	Management Information Systems (5 Cr)							
TOTAL:		48						

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: _____