

## 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
ACCT 101	Practical Accounting I	5
BTS 109	Business Communications	5
BTS 144	Personal Information Manager	3
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 168	Business Data Management Tools	5
BTS 280	Project Planning, Tracking, & Reporting	5
BUS 120	Organizational Behavior	5
BUS 221	Human Resource Management	5
PROG 175	Database Reporting	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>GRAND TOTAL</b>		<b>48</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/degreeaudit](http://bellevuecollege.edu/degreeaudit)

Please refer to [bellevuecollege.edu/programs/degrees/](http://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.

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

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

<b>Program Requirements</b> Courses may be subject to minimum grade requirements and prerequisites			<b>Approved Substitution/Transfer Credit</b>					
Course	Course Title	Cr	School	Course	Cr	Grade	Qtr	Yr
ACCT 101	Practical Accounting I	5						
BTS 109	Business Communications	5						
BTS 144	Personal Information Manager	3						
BTS 165	Business Spreadsheet Analysis & Design	5						
BTS 168	Business Data Management Tools	5						
BTS 280	Project Planning, Tracking, & Reporting	5						
BUS 120	Organizational Behavior	5						
BUS 221	Human Resource Management	5						
PROG 175	Database Reporting	5						
<b>Choose 5 credits from the following:</b>		5						
BTS 110	Web Essentials for Communications (5 Cr)							
BTS 161	Business Software Essentials (5 Cr)							
<b>TOTAL:</b>		<b>48</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: \_\_\_\_\_