

**Requirements 2012-2013**

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 163	Business Document Design Comprehensive.....	5
BTS 165	Business Spreadsheet Analysis & Design.....	5
BTS 168	Business Data Management Tools.....	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 7-8 credits from the following:</b> .....		<b>7-8</b>
BTS 147	Presentation Design and Delivery (3 Cr)	
BTS 171	Operating Systems for Advanced Users (5 Cr)	
BTS 173	Windows Basics (1 Cr)	
BTS 174	Windows File & Disk Management Basics (1 Cr)	
BTS 186	Publication Design Essentials (5 Cr)	
BTS 187	Publication Design for Print (5 Cr)	
BTS 188	Digital Images for Desktop Publishing (5 Cr)	
BTS 189	Webpage Authoring Essentials (5 Cr)	
BTS 210	Collaborative Online Workspaces (5 Cr)	
BTS 280	Project Planning, Tracking, & Reporting (5 Cr)	
BTS 293	Business Technology Practicum (5 Cr)	
<b>GRAND TOTAL</b> .....		<b>30-31</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.

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

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

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<b>TOTAL:</b>		<b>30-31</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: \_\_\_\_\_