

Requirements 2012-2013

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: _____

| Program Requirements Courses may be subject to minimum grade requirements and prerequisites | | | Approved Substitution/Transfer Credit | | | Grade | Qtr | Yr |
|---|--|--------------|--|--------|----|-------|-----|----|
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| TOTAL: | | 48-51 | | | | | | |

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:** _____