

Student Name: _____

SID: _____

 Courses may be subject to prerequisites and minimum grade requirements. Check online at <http://bellevuecollege.edu/classes/All/>

PROGRAM REQUIREMENTS			REQUESTED SUBSTITUTION/TRANSFER CREDIT					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
CORE COURSEWORK (14 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						
Choose 5 credits from the following:		5						
BTS 110	Web Essentials for Communications (5 Cr)							
BTS 161	Business Software Essentials (5 Cr)							
Choose 7-8 credits from the following:		7-8						
ACCT 172	Small Business Computerized Accounting (5 Cr)							
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							
BTS 280	Project Planning, Tracking and Reporting (5 Cr)							
BTS 293	Business Technology Practicum (5 Cr)							
PROG 175	Database Reporting (5 Cr)							
TOTAL		30-31						

Please complete this form prior to meeting with the Program Chair for signature. Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Chair: _____

Date: _____

TRANSFER CREDITS

For credits from other institutions, meet with a faculty advisor or curriculum advisor for an initial unofficial transcript review.

For an official review, submit a Petition for Exception to Degree or Certificate Requirements and an official transcript(s) in the prior institution(s) sealed envelope to the Program Chair.

 Petition: <http://bellevuecollege.edu/services/>

 Program chairs: <http://bellevuecollege.edu/classes/all/>

NON-TRADITIONAL CREDITS

 BC awards non-traditional credit for prior learning. Credit may be awarded for work completed in private study, at non-accredited institutions, or for certificate/training. Credit is awarded through examination, evaluation of certification/training, or submission of portfolio or other form of assessment. To apply for the credits, students must be registered at the college for the quarter in which non-traditional credits are requested and have completed ten quarter credit hours at the college. For more information, go to <http://bellevuecollege.edu/enrollment/academic/nontraditional/>

STAYING ON TRACK

 Use Degree Audit to track your progress toward completion of this certificate at <http://bellevuecollege.edu/degreeaudit/>

 Please refer to <http://bellevuecollege.edu/programs/degrees/> for latest degree updates and further information.

GRADUATION APPLICATION

 Students must apply for graduation. Submit your graduation application form prior to the end of the final quarter; there is no fee required for this certificate. Applications are available at http://bellevuecollege.edu/enrollment/graduation/apply/applications/Short_term_cert.pdf, and at the Enrollment and Registrar Services desk located in the Student Services building.

Submit application to Enrollment and Registrar Services on the first floor of the Student Services Building.

PROGRAM CONTACT INFORMATION

www.bellevuecollege.edu/classes/all/ *Business Software Specialist*