

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 | | | | | | |
| BTS 110 | Web Essentials for Communications | 5 | | | | | | |
| 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: _____

DESCRIPTION

The Business Software Specialist certificate prepares students to provide general office support using software applications and web skills. Students completing this certificate are prepared for administrative positions that require Office User and web skills. The curriculum includes introductory through intermediate and some advanced office applications software courses and web communications tools. Students will also have additional practice in one or more of the following areas: web technology, project management applications, advanced skills in database and spreadsheet applications, online collaboration software.

Learning Outcomes

Certificate recipients should possess the skills and abilities described below:

- Critically apply software skills to solve business problems in a variety of situations
- Work at the expert level with applications for e-mail and information, word processing, spreadsheets, and databases

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*