

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
BTS 144	Personal Information Manager	3						
BTS 147	Presentation Design & Delivery	3						
BTS 163	Business Document Design Comprehensive	5						
BTS 165	Business Spreadsheet Analysis & Design	5						
Choose 5 credits from the following:		5						
BTS 110	Web Essentials for Communications (5 Cr)							
BTS 161	Business Software Essentials (5 Cr)							
Choose 3-6 credits from the following:		3-6						
BTS 101	Keyboarding I (1 Cr)							
BTS 104	Keyboarding Review & Speed Building (1 Cr)							
BTS 109	Business Communications (5 Cr)							
BTS 145	Introduction to Web Technology (1 Cr)							
BTS 173	Windows Basics (1 Cr)							
BTS 174	Windows File & Disk Management Basics (1 Cr)							
BTS 293	Business Technology Practicum (5 Cr)							
<b>TOTAL</b>		24-27						

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 Office Assistant certificate prepares students to provide general office support using software applications skills. Students completing this certificate are prepared for administrative positions that require Office User skills. The curriculum includes introductory through intermediate and some advanced office applications software courses, office technology and electronic communications tools. Students will also have additional practice in one or more of the following areas: web technology and communication, windows and file management, business communications and project based application of office skills.

#### 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 email and information, presentations, and word processing
- Work at an intermediate level with spreadsheet applications

### STAYING ON TRACK

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

 Please refer to [bellevuecollege.edu/programs/degrees/](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](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/](http://www.bellevuecollege.edu/classes/all/) **Office Assistant**