

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

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

 Courses may be subject to prerequisites and minimum grade requirements. Check online at [www.bellevuecollege.edu/classes/all/](http://www.bellevuecollege.edu/classes/all/)

PROGRAM REQUIREMENTS			REQUESTED SUBSTITUTION/TRANSFER CREDIT (if applicable)					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
<b>CORE COURSEWORK</b>								
BTS 109	Business Communications	5						
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						
BTS 293	Business Technology Practicum	5						
Choose 5 credits from the following:		5						
BUS 145	Business Mathematics (5 Cr) Any college level math (5 Cr)							
Choose 5 credits from the following:		5						
BTS 110	Web Essentials for Communications (5 Cr)							
BTS 161	Business Software Essentials (5 Cr)							
Choose 5 credits from the following:		5						
BTS 186	Publication Design Essentials (5 Cr)							
BTS 189	Webpage Authoring Essentials (5 Cr)							
Choose 7-10 credits from the following:		7-10						
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 168	Business Data Management Tolls (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	Adv. Business Sprdsht. Analysis & Design (5 Cr)							
BTS 268	Advanced Business Data Management Tools (5 Cr)							
BTS 280	Project Planning, Tracking & Reporting (5 Cr)							
BTS 289	Design & 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)							
<b>TOTAL</b>		48-51						

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: \_\_\_\_\_

## Administrative Assistant 2014-2015 Certificate of Achievement (continued)

### DESCRIPTION

The Administrative Assistant certificate prepares students to provide general office administrative support that requires business communication, office administration, business math, customer relations and office software applications skills. The curriculum includes office applications software courses, business communication and electronic communication tools, office technology, office administration and business math. Students will also have elected additional practice in one or more of the following areas: desktop publishing applications, project management applications, advanced skills in database and spreadsheet applications, computerized accounting applications, online collaboration, organizational behavior, small group communication.

#### Learning Outcomes

Certificate recipients should possess the skills and abilities described below:

- Apply business office administration skills such as information processing, critical thinking, leadership and ethical decision making in the workplace
- Critically apply software skills to solve business problems in a variety of situations
- Apply basic desktop publishing skills in Web or print design to publication designs
- Work at the expert level with applications used for e-mail and information, presentations, and word processing
- Work at an advanced level with applications used for spreadsheets and databases
- Apply business math concepts to workplace problems

### CERTIFICATE REQUIREMENTS

Must earn a cumulative GPA of 2.00 in all coursework taken at BC, and in all courses applied to the degree. Complete at least one-third of all the credits applicable toward the degree or certificate in residence at BC.

### 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 degree 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 two quarters prior to the expected graduation date and pay the application fee.

Application deadlines:

- Fall: June 1
- Winter: October 10
- Spring: December 10
- Summer: March 15

### PROGRAM CONTACT INFORMATION

[www.bellevuecollege.edu/classes/all/](http://www.bellevuecollege.edu/classes/all/) **Administrative Assistant**