BELLEVUE COLLEGE

Advanced Business Software Specialist 2014-2015
Certificate of Achievement

Student Name: _____   SID: _____

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

Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
PROGRAM REQUIREMENTS			**REQUESTED SUBSTITUTION/TRANSFER CREDIT**					
CORE COURSEWORK								
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 171	Operating Systems for Advanced Users	5						
BTS 265	Advanced Business Spreadsheet Analysis & Design	5						
BTS 268	Advanced Business Data Management Tools	5						
BTS 280	Project Planning, Tracking, and Reporting	5						
Choose 5 credits from the following: BTS 110 Web Essentials for Communications (5 Cr) BTS 161 Business Software Essentials (5 Cr)		5						
Choose 5 credits from the following: BTS 186 Publication Design Essentials (5 Cr) BTS 210 Collaborative Online Workspaces (5 Cr) CS 250 Management Information Systems (5 Cr)		5						
TOTAL		48						

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 Advanced Business Software Specialist certificate includes intermediate and advanced business technology office applications software courses, operating systems, office technology and electronic communications tools. Completers are prepared for administrative positions that require Advanced Office User skills. Certificates of Accomplishment in Business Software Specialist and Office Assistant can be applied to this certificate. Students will also have additional practice in one or more of the following areas: desktop publishing applications, collaboration software or client management 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 word processing, spreadsheets, and databases

• Work at the advanced level with applications for project management

• Demonstrate a high-level operating systems user knowledge

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 (or institutions') 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/ *Advanced Business Software Specialist*