BELLEVUE COLLEGE

Office Assistant

Certificate of Accomplishment

STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)					
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
CORE COURSEWORK								
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 BTS 161	Web Essentials (5 Cr) Business Software Essentials (5 Cr)							
Choose 3-6 credits from the following:		3-6						
BTS 101 BTS 104 BTS 109 BTS 173 BTS 174 BTS 293	Keyboarding I (1 Cr) Keyboarding Review & Speed Building (1 Cr) Business Communications (5 Cr Windows Basics (1 Cr) Windows File & Disk Management Basics (1 Cr) Business Technology Practicum (5 Cr)							
TOTAL		24-27						

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 & 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

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/bts/#officeAssistant

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