

STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)			Completed		
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
CORE COURSEWORK								
BTS 110	Web Essentials	5						
BTS 144	Personal Information Manager	3						
BTS 147	Presentation Design and Delivery	3						
BTS 163	Business Document Design Comprehensive	5						
BTS 165	Business Spreadsheet Analysis & Design	5						
BTS 168	Business Data Management Tools	5						
<i>Choose 5 credits from the following:</i>		5						
ACCT 172	Small Business Computerized Accounting (5 Cr)							
BTS 186	Publication Design Essentials (5 Cr)							
BTS 187	Publication Design for Print (5 Cr)							
BTS 188	Intro to Digital Content (5 Cr)							
BTS 189	Webpage Authoring Essentials (5 Cr)							
BTS 210	Collaborative Web Spaces (5 Cr)							
BTS 280	Project Planning, Tracking and Reporting (5 Cr)							
BTS 293	Professional Skills (5 Cr)							
PROG 175	Database Reporting (5 Cr)							
TOTAL		31						

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 & 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

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

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

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