

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 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						
<i>Choose 5 credits from the following:</i>		5						
BTS 110	Web Essentials (5 Cr)							
BTS 161	Business Software Essentials (5 Cr)							
<i>Choose 3-6 credits from the following:</i>		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	Professional Skills (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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