BELLEVUE COLLEGE

Advanced Business Technology Specialist

Certificate of Achievement

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 163	Business Document Design Comprehensive	5						
BTS 165	Business Spreadsheet Analysis & Design	5						
BTS 168	Business Data Management Tools	5						
BTS 210	Collaborative Web Spaces	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 3-5 credits from the following:		3-5						
BTS 147 BTS 186 BTS 189 BTS 201 BTS 293	Presentation Design and Delivery (3 Cr) Publication Design Essentials (5 Cr) Webpage Authoring Essentials (5 Cr) Content Management Systems (5 Cr) Professional Skills (5 Cr)							
TOTAL		46-48						

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 & 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

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

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit ***www.bellevuecollege.edu/legal/publicdisclosure***

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