

<b>STUDENT NAME</b>		<b>SID #</b>	
<b>PROGRAM CHAIR</b>		<b>DATE</b>	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)			Completed		
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
<b>CORE COURSEWORK</b>								
<b>BTS 110</b>	Web Essentials	<b>5</b>						
<b>BTS 144</b>	Personal Information Manager	<b>3</b>						
<b>BTS 147</b>	Presentation Design and Delivery	<b>3</b>						
<b>BTS 163</b>	Business Document Design Comprehensive	<b>5</b>						
<b>BTS 165</b>	Business Spreadsheet Analysis & Design	<b>5</b>						
<b>BTS 168</b>	Business Data Management Tools	<b>5</b>						
<i>Choose 5 credits from the following:</i>		<b>5</b>						
<b>ACCT 172</b>	Small Business Computerized Accounting (5 Cr)							
<b>BTS 186</b>	Publication Design Essentials (5 Cr)							
<b>BTS 187</b>	Publication Design for Print (5 Cr)							
<b>BTS 188</b>	Intro to Digital Content (5 Cr)							
<b>BTS 189</b>	Webpage Authoring Essentials (5 Cr)							
<b>BTS 210</b>	Collaborative Web Spaces (5 Cr)							
<b>BTS 280</b>	Project Planning, Tracking and Reporting (5 Cr)							
<b>BTS 293</b>	Professional Skills (5 Cr)							
<b>EXPLR 191/2/3</b>	Academic Internship Experience (1-5 Cr)							
<b>MKTG 110</b>	Client Customer Relations (5 Cr)							
<b>PROG 175</b>	Database Reporting (5 Cr)							
<b>TOTAL</b>		<b>31</b>						

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](http://www.bellevuecollege.edu/programs/degrees/proftech/bts/#busSoftwareSpecialist)

### 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](http://www.bellevuecollege.edu/legal/publicdisclosure)

### NOTES