

Requirements 2012-2013

Courses may be subject to prerequisites and minimum grade requirements.
Check online at www.bellevuecollege.edu/classes/all/.

Course	Course Title	Credits
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
Choose 5 credits from the following:		5
BTS 110	Web Essentials for Communications (5 Cr)	
BTS 161	Business Software Essentials (5 Cr)	
Choose 3-6 credits from the following:		3-6
BTS 101	Keyboarding I	
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	Business Technology Practicum (5 Cr)	
GRAND TOTAL	24-27

Program Contact Info: bellevuecollege.edu/programs/az/ **Business Technology Systems**

Use Degree Audit to track your progress toward completion of this certificate at: bellevuecollege.edu/da/
Please refer to bellevuecollege.edu/programs/degrees/certificates/ for latest certificate updates and further information.

All coursework applied to this certificate must be approved by program chair.
Submit completed form to Enrollment Services when applying for graduation.

Student Name: _____

SID: _____

Program Requirements Courses may be subject to minimum grade requirements and prerequisites			Approved Substitution/Transfer Credit			Grade	Qtr	Yr
Course	Course Title	Cr	School	Course	Cr			
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						
Choose 5 credits from the following:		5						
BTS 110	Web Essentials for Communication (5 Cr)							
BTS 161	Business Software Essentials (5 Cr)							
Choose 3-6 credits from the following:		3-6						
BTS 101	Keyboarding I							
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 Basic (1 Cr)							
BTS 174	Windows File & Disk Management Basics (1 Cr)							
BTS 293	Business Technology Practicum (5 Cr)							
TOTAL:		24-27						

Exceptions to degree or certificate requirements and graduation information: <http://bellevuecollege.edu/enrollment/graduation/>

Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Chair: _____

Date: _____