

Requirements 2012-2013

Courses may be subject to prerequisites and minimum grade requirements.

Check online at bellevuecollege.edu/catalog/courses.

Course	Course Title	Credits
BTS 165	Business Spreadsheet Analysis & Design.....	5
BTS 168	Business Data Management Tools.....	5
ENGL& 235	Technical Writing.....	5
IT 101	Introduction to Information Technology.....	5
MKTG 110	Client Customer Relations.....	5
TECH 215	PC Analysis & Configuration I.....	5
TECH 217	PC Analysis & Configuration II.....	5
Choose 5 credits from the following:		5
BTS 189	Webpage Authoring Essentials (5 Cr)	
BTS 280	Project Planning, Tracking, & Reporting (5 Cr)	
Choose 5 credits from the following:		5
IT 103	Networking Basics (5 Cr)	
NSCOM 201	Cisco Networking I (5 Cr)	
GRAND TOTAL	45

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

Use Degree Audit to track your progress toward completion of this certificate at bellevuecollege.edu/degreeaudit

Please refer to bellevuecollege.edu/programs/degrees/ 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.**

Related Instruction for BC Certificate of Achievement: Programs of study which are an academic year or more in length for which certificates are granted contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation 3) human relations. Instruction may be either embedded within the program curriculum or taught in blocks of specialized instruction. Additional topics which are covered as appropriate include safety, industrial safety, and environment awareness.

Microcomputer Support Specialist

Certificate Completion Worksheet 2012-13

Student Name: _____

SID: _____

Program Requirements Courses may be subject to minimum grade requirements and prerequisites			Approved Substitution/Transfer Credit					
Course	Course Title	Cr	School	Course	Cr	Grade	Qtr	Yr
BTS 165	Business Spreadsheet Analysis & Design	5						
BTS 168	Business Data Management Tools	5						
ENGL& 235	Technical Writing	5						
IT 101	Introduction to Information Technology	5						
MKTG 110	Client Customer Relations	5						
TECH 215	PC Analysis & Configuration I	5						
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BTS 189	Webpage Authoring Essentials (5 Cr)							
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IT 103	Networking Basics (5 Cr)							
NSCOM 201	Cisco Networking I (5 Cr)							
TOTAL:		45						

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: _____