

### Requirements 2012-2013

Courses may be subject to prerequisites and minimum grade requirements.

Check online at [bellevuecollege.edu/catalog/courses](http://bellevuecollege.edu/catalog/courses).

Course	Course Title	Credits
BTS 109	Business Communications.....	5
BTS 165	Business Spreadsheet Analysis & Design.....	5
BTS 186	Publication Design Essentials.....	5
BTS 188	Digital Images for Desktop Publishing.....	5
BTS 189	Web Authoring Essentials.....	5
BTS 289	Design & Deploy Ecommerce Website.....	5
MKTG 154	Principles of Marketing.....	5
MKTG 225	Customer Relations Management.....	5
MKTG 240	eMarketing.....	5
<b>Choose 5 credits from the following:</b> .....		5
BTS 110	Web Essentials for Communications (5 Cr)	
BTS 161	Business Software Essentials (5 Cr)	
<b>Choose 5 credits from the following:</b> .....		5
MKTG 200	International Marketing (5 Cr)	
MKTG 234	Advertising (5 Cr)	
<b>Choose 3-5 credits from the following:</b> .....		3-5
BTS 144	Personal Information Manager (3 Cr)	
BTS 147	Presentation Design and Delivery (3 Cr)	
BTS 187	Publication Design for Print (5 Cr)	
BTS 280	Project Planning, Tracking & Reporting (5 Cr)	
BTS 293	Business Technology Practicum (5 Cr)	
BUS 230	Project Management (5 Cr)	
DMA 212	Vector Images and Illustrations (5 Cr)	
DMA 221	Web Animation I (5 Cr)	
<b>GRAND TOTAL</b>	.....	<b>58-60</b>

**Program Contact Info:** [bellevuecollege.edu/programs/az/](http://bellevuecollege.edu/programs/az/) *Business Technology Systems*

Use Degree Audit to track your progress toward completion of this certificate at [bellevuecollege.edu/degreeaudit](http://bellevuecollege.edu/degreeaudit)  
Please refer to [bellevuecollege.edu/programs/degrees/](http://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.

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 109	Business Communications	5						
BTS 165	Business Spreadsheet Analysis & Design	5						
BTS 186	Publication Design Essentials	5						
BTS 188	Digital Images for Desktop Publishing	5						
BTS 189	Webpage Authoring Tools	5						
BTS 289	Design & Deploy Ecommerce Website	5						
MKTG 154	Principles of Marketing	5						
MKTG 225	Customer Relations Management	5						
MKTG 240	eMarketing	5						
<b>Choose 5 credits from the following:</b>		5						
BTS 110	Web Essentials for Communications (5 Cr)							
BTS 161	Business Software Essentials (5 Cr)							
<b>Choose 5 credits from the following:</b>		5						
MKTG 200	International Marketing (5 Cr)							
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DMA 212	Vector Images and Illustrations (5 Cr)							
DMA 221	Web Animation I (5 Cr)							
<b>TOTAL:</b>		<b>58-60</b>						

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: \_\_\_\_\_