The Business Technology 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

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