Microcomputer Support Specialist

Certificate of Achievement

Requirements 2008-2009

Courses may be subject to prerequisites and minimum grade requirements. Check online at bellevuecollege.edu/catalog/courses.

Course Number	Course Title	Credits
BTS 165	Spreadsheet Applications	5
BTS 168	Database Applications	5
Choose 5 credits from the following:		5
BTS 189	Web Page Authoring Tools (5 Cr)	
BTS 280	Project Management Applications (5 Cr)	
ENGL& 235▲	Technical Writing	5
IT 101	Introduction to Info 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
IT 103	Networking Basics (5 Cr)	
NSCOM 201	Cisco Networking I (5 Cr)	
GRAND TOTAL		**45**

& - A common course identifier recognized among Washington State Community and Technical Colleges.
▲ - Course number and/or title change begins Summer 2008. Courses with previous number/title are still applicable.
For more information visit: www.bellevuecollege.edu/ccn.

Program Chair: Sylvia Unwin   sunwin@bcc.ctc.edu   425-564-2294

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 BCC 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 environmental awareness.

Microcomputer Support Specialist
Certificate of Achievement

COMPLETION WORKSHEET 2008-2009

Student Name: _____   SID: _____

Course	Course Title	Cr	School	Course	Cr	QTR	YR	Grade	Gen Ed Met Yes/No
Program Requirements Courses may be subject to minimum grade requirements and prerequisites			**Approved Substitution/Transfer Credit**						
BTS 165	Spreadsheet Applications	5							
BTS 168	Database Applications	5							
Choose 5 credits from the following:		5							
BTS 189	Web Page Authoring Tools (5 Cr)								
BTS 280	Project Management Applications (5 Cr)								
ENGL& 235▲	Technical Writing	5							
IT 101	Introduction to Info 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							
IT 103	Networking Basics (5 Cr)								
NSCOM 201	Cisco Networking I (5 Cr)								
TOTAL:		45							

All coursework applied to this certificate must be approved by program chair.

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

Student Signature: _____ Program Chair Signature: _____ Date: _____

Credit Evaluation and Graduation
- o Official transcript from prior institution(s) must be submitted to the Evaluations Office in the school's sealed envelope when applying for graduation.
- o Degree course substitutions or transferred-in credits must be indicated on the degree advising/completion worksheet by the Program Chair.
- o Students must submit an application for graduation **two** quarters prior to the expected date of graduation and pay the processing fee:

Application deadlines: Fall Quarter—June 1   Winter Quarter—October 10   Spring Quarter—December 10   Summer Quarter—March 15

Date Updated: 1/29/08