



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Business Information Technology Advanced Office Skills Certificate Program Requirements 2011-2012

Student Name _____

Student ID _____

Program Description The Advanced Office Skills Certificate is designed for the person who already has good office skills and recent office experience and now wants to update office technology knowledge and skills for return to the workforce, job change, or career advancement. Broad skill areas rather than specific required courses have been identified for this certificate because students have varied experience, skills, and goals.

Degree Outcomes Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>.

Common Course Numbering Changes Please refer to www.edcc.edu/ccn for more information.

Credit/Grade Requirements This Certificate requires successful completion of a minimum of **35** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

Students are advised to

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning
- Consult a Business Information Technology adviser to plan the program that will be most appropriate

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/.

Advisers The advisers for this program are

Gisela Dicklin	gdicklin@edcc.edu	425-640-1504
Kim Haines	kim.haines@edcc.edu	425-640-1293
Jackie Kulbel	jkulbel@edcc.edu	425-640-1051
Teri Odegard	todegard@edcc.edu	425-640-1634
Kathie Richer	kricher@edcc.edu	425-640-1242

College Resources

Department Website	http://bstec.edcc.edu
Home Page	http://www.edcc.edu
How to Enroll	http://getstarted.edcc.edu
Transfer Center	http://transfer.edcc.edu
Advising appointments	425-640-1458
College Bookstore	http://bookstore.edcc.edu

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Course	Qtr	Credit	Grade
Communication Skills (5 credits minimum)			
BSTEC 107 Business English	_____	5	_____
BSTEC 110 Business Communications:CD	_____	5	_____
BSTEC 245 Advanced Business Communications	_____	5	_____
Group Interaction/Supervision Skills (5 credits minimum)			
BSTEC 108 Business Presentations	_____	5	_____
BSTEC 260 Leadership and Management Skills:CD	_____	5	_____
BSTEC 294 Career Management *	_____	3	_____
Business Technology Skills (25 credits minimum)			
Required Courses (4-5 credits)			
BSTEC 109 Word Processing (Word) OR	_____	5	_____
BSTEC 213 Advanced Word Projects	_____	4	_____
To complete minimum 25 credits			
ACCT 101 Accounting Fundamentals	_____	5	_____
ACCT 216 Accounting Software Applications	_____	5	_____
BSTEC 120 Ten-Key Applications	_____	4	_____
BSTEC 130 Computer Fundamentals OR	_____	_____	_____
CIS 100 Introduction to Business Computing	_____	5	_____
BSTEC 145 Web Features	_____	2	_____
BSTEC 200 Keyboard Skill Building	_____	3	_____
BSTEC 209 Desktop Publishing	_____	1-3	_____
BSTEC 211 PowerPoint Projects	_____	1-4	_____
BSTEC 222 Database (Access)	_____	5	_____
BSTEC 224 Spreadsheet (Excel)	_____	5	_____
BSTEC 225 Advanced Excel Projects	_____	5	_____
BSTEC 226 Internet Applications	_____	2	_____
BSTEC 243 Advanced Microsoft Office Projects	_____	4	_____
BUS 130 Business Math	_____	5	_____
MGMT 165 Microsoft Project	_____	3	_____

Explanatory Notes

* This course should be taken within the last two quarters of your program

Note
Candidates for this certificate must verify office work experience with an adviser before enrolling

Adviser's Signature _____ Date _____

Adviser's Signature _____ Date _____ Dean's Signature _____ Date _____