



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

# Business Information Technology Certificates of Completion Program Requirements 2011-2012

Student Name \_\_\_\_\_  
Student ID \_\_\_\_\_

Department Website      <http://bstec.edcc.edu>

**Credit/Grade Requirements** All required credits 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**

1. Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
2. Review the college catalog for required course prerequisites and include these in schedule planning
3. Communicate with a faculty adviser

**Graduation Application** A completed Certificate of Completion application form should be submitted to Enrollment Services AFTER your final class has been completed. Forms are available at Enrollment Services located in Lynnwood Hall.

**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

Required Courses	Qtr	Credit	Grade
<b>Basic Bookkeeping -- (17-19 credits)</b>			
ACCT 101    Accounting Fundamentals	_____	5	_____
BSTEC 120    Ten-Key Applications	_____	4	_____
BSTEC 129    PC Basics <b>OR</b>	_____	3	_____
BSTEC 130    Computer Fundamentals	_____	5	_____
BSTEC 224    Spreadsheet (Excel)	_____	5	_____
<b>505D</b>			

Effective summer 2011

Rev: 2/11

This requirement sheet is not a substitute for meeting with an academic adviser. Meeting the requirements to graduate with an Edmonds Community College certificate, degree, or certificate of completion is ultimately the responsibility of the student.

**Basic Dental Front Office -- (15 credits)**

BSTEC	233	Dental Office Administration	_____	5	_____
Choose 10 credits					
ACCT	101	Accounting Fundamentals	_____	5	_____
BSTEC	102	Document Processing I	_____	1-4	_____
BSTEC	103	Document Processing II	_____	1-4	_____
BSTEC	106	Medical Billing	_____	5	_____
BSTEC	107	Business English	_____	5	_____
BSTEC	112	Medical Document Processing	_____	1-3	_____
BSTEC	118	ICD-9-CM Coding	_____	5	_____
BSTEC	170	Proofreading & Editing	_____	3	_____
BSTEC	218	CPT Coding	_____	5	_____
BSTEC	224	Spreadsheet (Excel)	_____	5	_____
BSTEC	294	Career Management	_____	3	_____
JOB DV	110	Resumes and Interviewing	_____	1	_____

**557A**

**Basic Medical Office -- (15 credits)**

BSTEC	100	Computer Keyboarding	_____	4	_____
BSTEC	104	Medical Terminology	_____	3	_____
BSTEC	129	PC Basics	_____	3	_____
BSTEC	106	Medical Billing <b>OR</b>	_____	_____	_____
BSTEC	206	Intro to Medical Records	_____	5	_____

**565F**

**Basic Office Assistant -- (19 credits)**

BSTEC	100	Computer Keyboarding	_____	4	_____
BSTEC	107	Business English	_____	5	_____
BSTEC	120	Ten-Key Applications	_____	4	_____
BSTEC	129	PC Basics	_____	3	_____
MGMT	122	Customer Relations Management	_____	3	_____

**547L**

**Basic Technology -- (15 credits)**

BSTEC	109	Word Processing (Word)	_____	5	_____
BSTEC	130	Computer Fundamentals	_____	5	_____
BSTEC	224	Spreadsheet (Excel)	_____	5	_____

**518A**

<b>Adviser's Signature</b>	<b>Date</b>	<b>Dean's Signature</b>	<b>Date</b>

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