

# BUSINESS TECHNOLOGY CERTIFICATES

*Request for Processing*

Spokane Falls Community College  
Business Technology Department

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In order to receive a proficiency certificate, the following requirements must be met:

1. Earn a grade of 3.5 or higher for an ***Excellence Certificate*** or 3.0-3.4 for a ***Proficiency Certificate*** in each course.
2. Provide an unofficial transcript with this request form. Highlight the appropriate courses that apply to the certificate.
3. Submit this form to Gwen Eltz, Building 18, Room 112D or email to [Gwen.Eltz@spokanefalls.edu](mailto:Gwen.Eltz@spokanefalls.edu)

Your certificate will include the title of the courses and the number of credits earned in each course.

*In the space below, print your name as you want it to appear on the certificate.*

First Name	MI	Last Name	Student ID	Email and phone

Certificate	Course	Crs.	Grade
<b>Keyboarding and Document Formatting</b>	BT 101 Keyboarding	5	
	BT 102 Document Processing	5	
	BT 103 Formatting	5	
<b>Business Writing</b>	BT 107 Business Communications	3	
	BT 108 Business Communications	3	
	BT 272 Business Correspondence	5	
<b>Office Management</b>	BT 155 Records Management	3	
	BT 232 Office Procedures	5	
	BT 260 Admin. Office Management	5	
<b>Information Processing</b>	BT 201 Information Processing	5	
	BT 255 Business Productivity Tools	3	
	BT 258 Desktop Publishing	5	
<b>Software Applications</b>	CAPPS 141/142 Word I and II	4	
	CAPPS 151/152 Excel I and II	4	
	CAPPS 161/162 Access I and II	4	
	CAPPS 171/172 PowerPoint I and II	4	
	CAPPS 180 Outlook	2	