

Bothell High School Business Certificate of Proficiency



Show prospective employers and/or colleges that you have an area of focus in high school—earn the Business Certificate of Proficiency!

A Business Certificate of Proficiency is a certificate earned by taking the courses below and maintaining an average grade of a B, with no grade lower than a C. Fulfill the requirements, and apply for the certificate in the Spring of your Senior year.

Three types of certificates can be earned:

Proficient Level

- Beginning Computer Applications or Microsoft Office Certification
Plus
Choose 3 additional semesters of:
 - Microsoft Office Certification (earn Microsoft Certification in Word, Excel, Access)
 - Intro to Business
 - Business Management
 - Personal Finance
 - Web Design
 - Computer Science C# (2 semesters)

Expert Level

- Beginning Computer Applications or Microsoft Office Certification
Plus
 - 5 additional semesters

Accounting Certificate

- Accounting (2 semesters)
- Beginning Computer Applications, Microsoft Office Certification
- 1 additional semester

For more information, contact Terry Ley or Lori Ley at tley@nsd.org or lley@nsd.org