

<b>STUDENT NAME</b>		<b>SID #</b>	
<b>PROGRAM CHAIR</b>		<b>DATE</b>	

<b>PROGRAM REQUIREMENTS</b>			<b>Requested Substitution/Transfer Credits (if applicable)</b>			<b>Grade</b>	<b>Quarter</b>	<b>Year</b>
<b>Course</b>	<b>Course Title</b>	<b>CR</b>	<b>College/University</b>	<b>Course</b>	<b>CR</b>			

**CORE COURSEWORK**

BTS 109	Business Communications	5						
BTS 144	Personal Information Manager	3						
BTS 147	Presentation Design and Delivery	3						
BTS 165	Business Spreadsheet Analysis and Design	5						
BTS 293	Business Technology Practicum	5						
BUS 120	Organizational Behavior	5						
BUS& 101	Introduction to Business	5						
BUS& 201	Business Law	5						
ENGL& 101	English Composition I	5						
<i>Choose 5 credits from the following:</i>		5						
ACCT 101	Practical Accounting I (5 Cr)							
ACCT& 201	Principles of Accounting I (5 Cr)							
ACCT 225	Analysis of Financial & Managerial Accounting (5 Cr)							
<i>Choose 5 credits from the following:</i>		5						
BUS 145	Business Mathematics (5 Cr)							
MATH xxx	Any college level math 100 or higher (5 Cr)							
<i>Choose 5 credits from the following:</i>		5						
BTS 110	Web Essentials (5 Cr)							
BTS 161	Business Software Essentials (5 Cr)							
DMA 221	Web Animation (5 Cr)							
PROG 109	Introduction to Web Development (5 Cr)							
BTS 186-189	Any one of these courses not used elsewhere (5 Cr)							
<i>Choose 5 credits from the following:</i>		5						
BTS 186	Publication Design Essentials (5 Cr)							
BTS 189	Webpage Authoring Essentials (5 Cr)							
BTS 187	Publication Design for Print (5 Cr)							
BTS 188	Digital Images for Desktop Publishing (5 Cr)							
<i>Choose 5 credits from the following:</i>		5						
INTST 150	International Business (5 Cr)							
MKTG 154	Principles of Marketing (5 Cr)							
MKTG 200	International Marketing (5 Cr)							
MKTG 225	Customer Relations Management (5 Cr)							
MKTG 234	Advertising (5 Cr)							
MKTG 240	eMarketing (5 Cr)							
<i>Choose 5-6 credits from the following:</i>		5-6						
ASTR& 100	Survey of Astronomy (5 Cr)							
ASTR& 101	Introduction to Astronomy (6 Cr)							
CHEM 100	Chemical Explorations (6 Cr)							
CHEM& 110	Chemical Concepts w/Lab (6 Cr)							
GEOG 205	Weather, Climate, Vegetation, Soils (5 Cr)							
GEOL& 101	Introduction to Physical Geology (6 Cr)							
GEOL& 208	Geology of the Pacific NW (6 Cr)							
OCEA& 101	Introduction to Oceanography w/Lab (6 Cr)							
PSYC 202	Introduction to Physiological Psychology (5 Cr)							

**Choose One Track From The Following:**
**ADVANCED SOFTWARE SPECIALIST (20 CR)**

<i>Choose 20 credits from the following:</i>		20						
BTS 168	Business Data Management Tools (5 Cr)							
BTS 171	Advanced Windows (5 Cr)							
BTS 210	Collaborative Workspaces (5 Cr)							
BTS 280	Project Planning, Tracking & Reporting (5 Cr)							
BTS 265	Advanced Spreadsheet Applications (5 Cr)							
BTS 268	Advanced Business Data Management Tools (5 Cr)							

**BOOKKEEPING (21 CR)**

ACCT 102	Practical Accounting II	5						
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PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)					
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
ACCT 135	Business Payroll Tax Accounting	5						
ACCT 172	Small Business Computerized Accounting	5						
ACCT 245	Accounting Information Systems	5						
BTS 146	10-Key	1						
<b>DATABASE USER SPECIALIST (20 CR)</b>								
BTS 168	Business Data Management Tools	5						
BTS 268	Advanced Business Data Management Tools	5						
DBA 130	Database Theory	5						
<i>Choose 5 credits from the following:</i>		5						
DBA 232	Database Administration (5 Cr)							
IT 103	Networking Basics (5 Cr)							
PROG 110	Introduction to Programming (5 Cr)							
PROG 160	Systems Analysis and Design (5 Cr)							
PROG 175	Database Reporting (5 Cr)							
<b>HUMAN RESOURCES ASSISTANT (20 CR)</b>								
BTS 168	Business Data Management Tools	5						
BTS 210	Collaborative Online Workspaces	5						
BTS 280	Project Planning, Tracking, & Reporting	5						
BUS 221	Human Resources Management	5						
<b>OFFICE MANAGEMENT (20 CR)</b>								
BTS 210	Collaborative Online Workspaces	5						
BTS 280	Project Planning, Tracking & Reporting	5						
<i>Choose 10 credits from the following:</i>		10						
BTS 163	Word Processing Applications (5 Cr)							
BTS 168	Business Data Management Tools (5 Cr)							
BTS 250	Administrative Office Management (5 Cr)							
BTS 265	Advanced Spreadsheet Analysis & Design (5 Cr)							
BTS 268	Advanced Business Data Management Tools (5 Cr)							
<b>WEB MARKETING (21 CR)</b>								
BTS 189	Webpage Authoring Essentials	5						
BTS 210	Collaborative Online Workspaces	5						
BTS 289	Design & Deploy Ecommerce Website	5						
MKTG 240	eMarketing	5						
<b>TOTAL</b>		<b>90-93</b>						

The Business Technology associate degree prepares students for general office administrative support in positions such as, office manager and administrative positions that require office administration, accounting, business communication, business math, customer relations and office software applications skills. The curriculum includes introductory through intermediate and some advanced office applications software courses, business communication and electronic communication tools, office technology, office administration, accounting and business math. Students will also have additional practice in one or more of the following areas: electronic communications, project management applications, Outlook personal information manager, small group communication, Internet basics, customer relations, report writing, and business ethics. Certificates of Achievement and Accomplishment in Administrative Assistant, Advanced Business Software Specialist, Business Software Specialist and Office Assistant may be applied to this degree.

### LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- Apply business office administration skills such as information processing, critical thinking, leadership and ethical decision making in the workplace

- Critically apply software skills to solve business problems in a variety of situations
- Work at the expert level with word processing applications
- Work at an advanced level with applications for spreadsheets, databases and computerized accounting
- Apply basic desktop publishing skills in web or print design to publication designs
- Apply business math concepts to workplace problems
- Apply business office administration skills such as information processing, critical thinking, leadership and ethical decision making in the workplace
- Apply office accounting principles
- Apply organization behavior principles

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