

STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)					
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
CORE COURSEWORK								
BTS 109	Business Communications	5						
BTS 110	Web Essentials	5						
BTS 144	Personal Information Manager	3						
BTS 147	Presentation Design & Delivery	3						
BTS 163	Business Document Design Comprehensive	5						
BTS 165	Business Spreadsheet Analysis & Design	5						
BTS 293	Business Technology Practicum	5						
<i>Choose 5 credits from the following:</i>		5						
BUS 145	Business Mathematics (5 Cr) Any college level math (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)							
<i>Choose 7-10 credits from the following:</i>		7-10						
ACCT 172	Small Business Computerized Accounting (5 Cr)							
BTS 104	Keyboarding Review & Speed Building (1 Cr)							
BTS 168	Business Data Management Tolls (5 Cr)							
BTS 187	Publication Design for Print (5 Cr)							
BTS 188	Digital Images for Desktop Publishing (5 Cr)							
BTS 210	Collaborative Online Workspaces (5 Cr)							
BTS 265	Adv. Business Sprdsh. Analysis & Design (5 Cr)							
BTS 268	Advanced Business Data Management Tools (5 Cr)							
BTS 280	Project Planning, Tracking & Reporting (5 Cr)							
BTS 289	Design & Deploy eCommerce Website (5 Cr)							
BUS 120	Organizational Behavior (5 Cr)							
CMST& 230	Small Group Communication (5 Cr)							
MKTG 110	Client Customer Relations (5 Cr)							
TOTAL		48-51						

The Administrative Assistant certificate prepares students to provide general office administrative support that requires business communication, office administration, business math, customer relations and office software applications skills. The curriculum includes office applications software courses, business communication and electronic communication tools, office technology, office administration and business math. Students will also have elected additional practice in one or more of the following areas: desktop publishing applications, project management applications, advanced skills in database and spreadsheet applications, computerized accounting applications, online collaboration, organizational behavior, small group communication.

- Apply business math concepts to workplace problems

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/bts/#adminassistant

NOTES

LEARNING OUTCOMES

Certificate 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
- Apply basic desktop publishing skills in Web or print design to publication designs
- Work at the expert level with applications used for e-mail and information, presentations, and word processing
- Work at an advanced level with applications used for spreadsheets and databases