

<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>Completed</b>		
<b>Course</b>	<b>Course Title</b>	<b>CR</b>	<b>College/University</b>	<b>Course</b>	<b>CR</b>	<b>Grade</b>	<b>Quarter</b>	<b>Year</b>
<b>CORE COURSEWORK</b>								
<b>BTS 109</b>	Business Communications	<b>5</b>						
<b>BTS 144</b>	Personal Information Manager	<b>3</b>						
<b>BTS 147</b>	Presentation Design and Delivery	<b>3</b>						
<b>BTS 165</b>	Business Spreadsheet Analysis and Design	<b>5</b>						
<b>BTS 293</b>	Professional Skills	<b>5</b>						
<b>BUS 120</b>	Organizational Behavior	<b>5</b>						
<b>BUS&amp; 201</b>	Business Law	<b>5</b>						
<b>ENGL&amp; 101</b>	English Composition I	<b>5</b>						
<i>Choose 5 credits from the following:</i>		<b>5</b>						
<b>ACCT 101</b>	Practical Accounting I (5 Cr)							
<b>ACCT&amp; 201</b>	Principles of Accounting I (5 Cr)							
<b>ACCT 225</b>	Analysis of Financial & Managerial Accounting (5 Cr)							
<i>Choose 5 credits from the following:</i>		<b>5</b>						
<b>BUS 145</b>	Business Mathematics (5 Cr)							
<b>MATH xxx</b>	College level math (MATH 107 or higher) (5 Cr)							
<i>Choose 5 credits from the following:</i>		<b>5</b>						
<b>BTS 110</b>	Web Essentials (5 Cr)							
<b>BTS 161</b>	Business Software Essentials (5 Cr)							
<b>DMA 221</b>	Web Animation (5 Cr)							
<b>PROG 109</b>	Introduction to Web Development (5 Cr)							
<b>BTS 186-189</b>	Any one of these courses not used elsewhere (5 Cr)							
<i>Choose 5 credits from the following:</i>		<b>5</b>						
<b>BTS 186</b>	Publication Design Essentials (5 Cr)							
<b>BTS 187</b>	Publication Design for Print (5 Cr)							
<b>BTS 188</b>	Intro to Digital Content (5 Cr)							
<b>BTS 189</b>	Webpage Authoring Essentials (5 Cr)							
<i>Choose 5 credits from the following:</i>		<b>5</b>						
<b>BUS&amp; 101</b>	Introduction to Business (5 Cr)							
<b>BSUST 101</b>	Introduction to Sustainable Business (5 Cr)							
<i>Choose 5 credits from the following:</i>		<b>5</b>						
<b>INTST 150</b>	International Business (5 Cr)							
<b>MKTG 101</b>	Introduction to Marketing (5 Cr)							
<b>MKTG 200</b>	International Marketing (5 Cr)							
<b>MKTG 225</b>	Customer Relations Management (5 Cr)							
<b>MKTG 234</b>	Advertising (5 Cr)							
<b>MKTG 240</b>	eMarketing (5 Cr)							
<i>Choose 5-6 credits from the following:</i>		<b>5-6</b>						
<b>ASTR&amp; 100</b>	Survey of Astronomy (5 Cr)							
<b>ASTR&amp; 101</b>	Introduction to Astronomy (6 Cr)							
<b>CHEM 100</b>	Chemical Explorations (6 Cr)							
<b>CHEM&amp; 110</b>	Chemical Concepts w/Lab (6 Cr)							
<b>GEOG 205</b>	Geography of Weather and Climate Change (5 Cr)							
<b>GEOL&amp; 101</b>	Introduction to Physical Geology (6 Cr)							
<b>GEOL&amp; 208</b>	Geology of the Pacific NW (6 Cr)							
<b>OCEA&amp; 101</b>	Introduction to Oceanography w/Lab (6 Cr)							
<b>PSYC 202</b>	Introduction to Physiological Psychology (5 Cr)							
<b>Choose One Track From The Following:</b>								
<b>ADVANCED SOFTWARE SPECIALIST (20 CR)</b>								
<i>Choose 20 credits from the following:</i>		<b>20</b>						
<b>BTS 168</b>	Business Data Management Tools (5 Cr)							
<b>BTS 171</b>	Advanced Windows (5 Cr)							
<b>BTS 210</b>	Collaborative Web Spaces (5 Cr)							
<b>BTS 280</b>	Project Planning, Tracking & Reporting (5 Cr)							
<b>BTS 265</b>	Advanced Spreadsheet Applications (5 Cr)							
<b>BTS 268</b>	Advanced Business Data Management Tools (5 Cr)							

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)					
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
<b>DATABASE USER SPECIALIST (20 CR)</b>								
<b>BTS 168</b>	Business Data Management Tools	<b>5</b>						
<b>BTS 268</b>	Advanced Business Data Management Tools	<b>5</b>						
<b>DBA 130</b>	Database Theory	<b>5</b>						
<i>Choose 5 credits from the following:</i>		<b>5</b>						
<b>DBA 232</b>	Database Administration (5 Cr)							
<b>IT 103</b>	Networking Basics (5 Cr)							
<b>PROG 110</b>	Introduction to Programming (5 Cr)							
<b>PROG 160</b>	Systems Analysis and Design (5 Cr)							
<b>PROG 175</b>	Database Reporting (5 Cr)							
<b>HUMAN RESOURCES ASSISTANT (20 CR)</b>								
<b>BTS 168</b>	Business Data Management Tools	<b>5</b>						
<b>BTS 280</b>	Project Planning, Tracking, & Reporting	<b>5</b>						
<b>BUS 221</b>	Human Resources Management	<b>5</b>						
<b>PROG 175</b>	Database Reporting	<b>5</b>						
<b>OFFICE MANAGEMENT (20 CR)</b>								
<b>BTS 210</b>	Collaborative Web Spaces	<b>5</b>						
<b>BTS 280</b>	Project Planning, Tracking & Reporting	<b>5</b>						
<i>Choose 10 credits from the following:</i>		<b>10</b>						
<b>BTS 163</b>	Word Processing Applications (5 Cr)							
<b>BTS 168</b>	Business Data Management Tools (5 Cr)							
<b>BTS 250</b>	Administrative Office Management (5 Cr)							
<b>BTS 265</b>	Advanced Spreadsheet Analysis & Design (5 Cr)							
<b>BTS 268</b>	Advanced Business Data Management Tools (5 Cr)							
<b>WEB MARKETING (21 CR)</b>								
<b>BTS 145</b>	Introduction to Web Technology	<b>1</b>						
<b>BTS 189</b>	Webpage Authoring Essentials	<b>5</b>						
<b>BTS 289</b>	Emerging Web Development Technologies	<b>5</b>						
<b>MKTG 240</b>	eMarketing	<b>5</b>						
<i>Choose 5 credits from the following:</i>		<b>5</b>						
<b>BTS 168</b>	Business Data Management Tools (5 Cr)							
<b>BTS 186</b>	Publication Design Essentials (5 Cr)							
<b>BTS 187</b>	Publication Design for Print (5 Cr)							
<b>BTS 188</b>	Intro to Digital Content (5 Cr)							
<b>BTS 280</b>	Project Planning, Tracking and Reporting (5 Cr)							
<b>BUS 230</b>	Project Management (5 Cr)							
<b>DMA 212</b>	Vector Images (5 Cr)							
<b>DMA 221</b>	Web Animation (5 Cr)							
<b>MKTG 225</b>	Customer Relations Management (5 Cr)							
<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 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 Technology 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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*[www.bellevuecollege.edu/programs/degrees/proftech/bts/#businesstechnology](http://www.bellevuecollege.edu/programs/degrees/proftech/bts/#businesstechnology)*

**NOTES**