

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

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)			Completed		
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
<b>CORE COURSEWORK</b>								
<b>BTS 109</b>	Business Communications	<b>5</b>						
<b>BTS 110</b>	Web Essentials	<b>5</b>						
<b>BTS 144</b>	Personal Information Manager	<b>3</b>						
<b>BTS 147</b>	Presentation Design & Delivery	<b>3</b>						
<b>BTS 163</b>	Business Document Design Comprehensive	<b>5</b>						
<b>BTS 165</b>	Business Spreadsheet Analysis & Design	<b>5</b>						
<b>BTS 293</b>	Professional Skills	<b>5</b>						
<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 189</b>	Webpage Authoring Essentials (5 Cr)							
<b>BTS 201</b>	Content Management Systems (5 Cr)							
<b>BTS 210</b>	Collaborative Online Workspaces (5 Cr)							
<i>Choose 10 credits from the following:</i>		<b>10</b>						
<b>BTS 168</b>	Business Data Management Tolls (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 265</b>	Adv. Business Spreadsheet Analysis & Design (5 Cr)							
<b>BTS 268</b>	Advanced Business Data Management Tools (5 Cr)							
<b>BTS 280</b>	Project Planning, Tracking & Reporting (5 Cr)							
<b>BTS 289</b>	Emerging Web Development Technologies (5 Cr)							
<b>TOTAL</b>		<b>51</b>						

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.

### 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
- Apply business math concepts to workplace problems

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

[www.bellevuecollege.edu/programs/degrees/proftech/bts/#adminassistant](http://www.bellevuecollege.edu/programs/degrees/proftech/bts/#adminassistant)

### NOTES