

STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)			Completed		
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	Professional Skills	5						
<i>Choose 5 credits from the following:</i>		5						
BUS 145	Business Mathematics (5 Cr)							
MATH xxx	College level math (MATH 107 or higher) (5 Cr)							
<i>Choose 5 credits from the following:</i>		5						
BTS 189	Webpage Authoring Essentials (5 Cr)							
BTS 201	Content Management Systems (5 Cr)							
BTS 210	Collaborative Online Workspaces (5 Cr)							
<i>Choose 10 credits from the following:</i>		10						
BTS 168	Business Data Management Tools (5 Cr)							
BTS 186	Publication Design Essentials (5 Cr)							
BTS 187	Publication Design for Print (5 Cr)							
BTS 188	Intro to Digital Content (5 Cr)							
BTS 265	Adv. Business Spreadsheet Analysis & Design (5 Cr)							
BTS 268	Advanced Business Data Management Tools (5 Cr)							
BTS 280	Project Planning, Tracking & Reporting (5 Cr)							
BTS 289	Emerging Web Development Technologies (5 Cr)							
TOTAL		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.

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

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit www.bellevuecollege.edu/legal/publicdisclosure

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