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|----------------------|--|--------------|--|
| <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                                | 5  |   |        |    |           |         |      |
| <b>BTS 110</b>                               | Web Essentials   | 5  |   |        |    |           |         |      |
| <b>BTS 144</b>                               | Personal Information Manager                           | 3  |   |        |    |           |         |      |
| <b>BTS 147</b>                               | Presentation Design and Delivery                       | 3  |   |        |    |           |         |      |
| <b>BTS 163</b>                               | Business Document Design Comprehensive                 | 5  |   |        |    |           |         |      |
| <b>BTS 165</b>                               | Business Spreadsheet Analysis and Design               | 5  |   |        |    |           |         |      |
| <b>BTS 168</b>                               | Business Data Management Tools                         | 5  |   |        |    |           |         |      |
| <b>BTS 280</b>                               | Project Planning, Tracking & Reporting                 | 5  |   |        |    |           |         |      |
| <b>BUS 120</b>                               | Organizational Behavior                                | 5  |   |        |    |           |         |      |
| <b>BUS 230</b>                               | Project Management                                     | 5  |   |        |    |           |         |      |
| <b>ENGL&amp; 101</b>                         | English Composition I                                  | 5  |   |        |    |           |         |      |
| <i>Choose 5 credits from the following:</i>  |  | 5  |   |        |    |           |         |      |
| <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>  |  | 5  |   |        |    |           |         |      |
| <b>BTS 265</b>                               | Advanced Business Spreadsheet Analysis & Design (5 Cr) |    |   |        |    |           |         |      |
| <b>BTS 268</b>                               | Advanced Business Data Management (5 Cr)               |    |   |        |    |           |         |      |
| <i>Choose 5 credits from the following:</i>  |  | 5  |   |        |    |           |         |      |
| <b>BTS 293</b>                               | Professional Skills (5 Cr)                             |    |   |        |    |           |         |      |
| <b>EXPLR 191/2/3</b>                         | Academic Internship Experience (1-5 Cr)                |    |   |        |    |           |         |      |
| <b>MKTG 292</b>                              | Marketing Internship (5 Cr)                            |    |   |        |    |           |         |      |
| <i>Choose 10 credits from the following:</i> |  | 10 |   |        |    |           |         |      |
| <b>BUS&amp; 101</b>                          | Introduction to Business (5 Cr)                        |    |   |        |    |           |         |      |
| <b>MKTG 101</b>                              | Introduction to Marketing (5 Cr)                       |    |   |        |    |           |         |      |
| <b>MKTG 102</b>                              | Intro to Digital Marketing Platforms (5 Cr)            |    |   |        |    |           |         |      |
| <i>Choose 5 credits from the following:</i>  |  | 5  |   |        |    |           |         |      |
| <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)                        |    |   |        |    |           |         |      |
| <i>Choose 10 credits from the following:</i> |  | 10 |   |        |    |           |         |      |
| <b>BTS 189</b>                               | Webpage Authoring Essentials (5 Cr)                    |    |   |        |    |           |         |      |
| <b>BTS 201</b>                               | Content Management Systems (5 Cr)                      |    |   |        |    |           |         |      |
| <b>BTS 210</b>                               | Collaborative Web Spaces (5 Cr)                        |    |   |        |    |           |         |      |
| <b>BTS 289</b>                               | Emerging Web Development Technologies (5 Cr)           |    |   |        |    |           |         |      |
| <b>TOTAL</b>                                 |  | 91 |   |        |    |           |         |      |

The Business Technology associate degree prepares students for a variety of technology positions in today's digitally focused administrative and professional fields. After successful completion, students will be qualified for positions such as administrative assistant, web content manager, project coordinator, business office manager, office administrator, data entry specialist, account assistant, executive office assistant. The curriculum includes introductory through advanced office software courses including spreadsheets and database reporting, business communication skills, digital literacy, business math, project management, digital marketing, creation of digital content, and proficiency in web development tools.

### LEARNING OUTCOMES

Degree recipients should possess the skills & abilities described below:

- Apply business 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 and spreadsheet applications
- Create, organize and publish digital content on the web
- Implement project management processes and have proficiency with project management tools

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