BELLEVUE COLLEGE

STATE BOARD FOR COMMUNITY AND TECHNICAL COLLEGES
MAY 4-5 2022
PROGRAM PROPOSAL
BACHELOR OF APPLIED SCIENCE
BUSINESS MANAGEMENT & TECHNOLOGY

BELLEVUE COLLEGE

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Program Information

Institution Name: Bellevue College

Degree Name: Bachelor of Applied Science in Business Management & Technology (BAS BMT)

CIP Code: 52.0216

Name(s) of existing technical associate degree(s) that will serve as the foundation for this program:

Degree: Business Management AAST

CIP Code: 52.0201

Year Began: 2011

Degree: Information Systems AAST

CIP Code: 11.0201

Year Began: 2011

Proposed Start Implementation Date (i.e. Fall 2014): Winter 2023

Projected Enrollment (FTE) in Year One: 17

Projected Enrollment (FTE) by Year: Winter 2023

Funding Source: State FTE

Mode of Delivery

Single Campus Delivery: Bellevue College main campus, Bellevue, Washington

Off-site: N/A

Distance Learning: Courses will be offer in multiple modalities including online-asynchronous, online-live-synchronous, on-campus, and a hybrid of these.

Program Proposal

Please see criteria and standard sheet. Page Limit: 30 pages

Contact Information (Academic Department Representative)

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Chief Academic Officer signature

The Program Proposal must be signed. To sign, double click on the signature line below.

Chief Academic Officer

2/11/2022
Click or tap to enter a date.

Introduction

This proposal for a Bachelor of Applied Science in Business Management & Technology (BAS BMT), addresses a long-standing request from students, employers, the citizen Program Advisory Board, and the public. The degree represents an opportunity for Bellevue College to serve those constituencies.

The demand for a four-year degree in business management and technology is long standing. This program and proposal were developed based on current business, industry, and community trends. The proposed degree is a response to the demand, compiled over many years via student surveys, employer surveys, and advisory board input. Demand for the proposed degree has increased over the years; and no currently existing bachelor's degree, locally or regionally, is meeting this need or demand with the combination of business, management, and technology.

The proposed degree responds to demand by melding business, management, and technology to provide graduates a firm foundation. Graduates will use the degree to join growing industries in responsible positions, or to apply new learning and trends in established industries and economic sectors.

Bellevue College's mission is to provide high-quality, flexible educational programs and services that are academically, geographically, and financially accessible. Offering applied baccalaureate degrees is a priority for Bellevue College at the executive and Board level. In 2009, Bellevue College was granted accreditation by the Northwest Commission of Colleges and Universities (NWCCU) to offer baccalaureate degrees. The college currently offers thirteen bachelor's degrees including Bachelor of Applied Science degrees and a Bachelor of Science degree. Baccalaureate degrees play an important role in Bellevue College's commitment to provide high quality, flexible, accessible education programs and to strengthen the economic life of its diverse community.

The proposed degree builds on Bellevue College's commitment as this degree provides a guided pathway from several existing associate degree programs at Bellevue College and other similar institutions. Students who start their studies in specialized technology areas, and students who start their studies in more traditional business areas, now have a pathway that allows them to round out and synthesize their learning and skill set by melding learning in business, management, and technology. The proposed degree equips students to be more than just a technologist or just a businessperson as the degree includes significant learning in current and evolving technologies and in established and evolving theories and practices in the dynamic business and management areas. This proposal details some of the high value, highly compensated employment opportunities that graduates will be qualified to enter after completing these studies.

This program is also designed to be accessible and will utilize multiple modalities including online asynchronous, live synchronous via video conferencing, and traditional on campus classrooms so that students, regardless of their multiple personal responsibilities and demands outside of academics, will find they can access this learning.

With the anticipated demand, this degree is designed to be scalable and anticipated to create larger enrollments compared to currently existing specialized purely technical degrees at Bellevue College.

Bellevue College already has qualified tenured faculty who hold advanced degrees in their fields who are willing and able to instruct in this program. In addition, Bellevue College has an extraordinary cadre of adjunct faculty working in these fields and disciplines to support this program.

If approved by the SBCTC, Bellevue College will finalize its work to ensure accreditation compliance with the Northwest Commission of Colleges and Universities.

This proposed program in Business Management & Technology reflects an educational commitment and public policy that is good for students, employers, our communities, Bellevue College, and the State of Washington.

Criteria 1

Curriculum demonstrates baccalaureate level rigor.

Program learning outcomes

Bellevue College has carefully designed the overall curriculum scope, as well as individual courses, to help students gain the knowledge, skills, and abilities needed to be successful business and technology-focused professions. Successful graduates of the program will meet all course and program learning outcomes.

The Bachelor of Applied Science in Business Management & Technology (BAS BMT) will provide students with a foundation of critical-thinking, talent management, and leadership strategies as well as the latest technical skills including database design, enterprise resource planning, and ecommerce, skills sought by employers. This degree also prepares graduates to utilize business and data analytics tools to lead programs, projects, and teams. The combination of core business concepts paired with current technology skills provides students with strong career preparation training for a wide variety of roles in today's business and technology sectors.

This degree completion program is designed for individuals with two-year degrees in business and/or information systems.

Program graduates should be able to:

- Apply business topics including operations management, human resource management, and creative problem-solving techniques to develop organizational and talent solutions;

- Work effectively to incorporate current technology concepts including programming, cloud technology, and database design to lead in or in support of organizational goals;

- Develop professional non-verbal and verbal communication skills to effectively support negotiations, conflict resolution, and organizational change management;

- Assimilate international business concepts and practices to understand how best to collaborate in a global business environment, participate and innovate in diverse teams;

- Evaluate best practices including business and technology ethics strategies, legal and regulatory standards to make successful business decisions.

Program evaluation criteria and process

Bellevue College uses a multifaceted approach to program review to ensure continuous improvement. Table 1 shows the multiple methods that will be used to evaluate the Bachelor of Applied Science in Business Management & Technology (BAS BMT) program and curriculum, and what each method will assess.

Table 1: Bachelor of Applied Science in Business Management & Technology (BAS BMT) Program Assessment

Effectiveness of curriculum/program — continuously refines curriculum and program design, keeping the program current, including discipline-based, general education and electives	
Course evaluations by students- Quarterly	Effectiveness of curriculum & teaching methods in courses Effectiveness of program in skills & knowledge progression
Student survey and/or focus group mid-point through the program and at graduation- Annually	Effectiveness of the program in skills & knowledge progression Adequate balance of knowledge & skills, theory & practice Effectiveness of program in meeting students' expectations Effectiveness of institutional and program resources and support Preparedness of faculty Preparedness of students upon entering individual courses
Program Review- Every 5 years	Student retention Student course success Student progression through program Correlation of student success and training/job experience prior to entry
Program Viability- Annually	Enrollment rates Faculty/student ratio Financial data
Survey of BAS BMT program faculty- Annually	Preparedness of students upon entering individual courses Preparedness of students upon entering the program
Graduate follow-up and industry feedback — assesses effectiveness of program in meeting career goals and employer expectations and uses findings to refine curriculum and teaching methodologies	
Survey of program graduates- Quarterly	Effect of program completion on career Effectiveness of program in meeting job expectations Wage and career progression
Survey of employers of program graduates- Under Development after degree approval	Effectiveness of program in meeting job expectations Observed increased skills and performance Perceived strengths and weaknesses of current program
Oversight by Advisory Committee – provides ongoing support and program review	
Program Advisory Committees – Twice a Year	Completeness & relevance of curriculum to employer needs Trends in field, technologies, practices and job markets

Survey of faculty satisfaction — assesses adequacy of program support and faculty training	
Survey of program faculty-Annually	Effectiveness of institutional & program resources & support Preparedness to teach the curriculum
Impact on two-year programs — assesses impact of BAS BMT program on existing degrees	
Survey and/or focus group of students enrolled in two-year degree programs- Annually	Impact of BAS BMT program on the quality of the 2-year degrees Impact on faculty availability and support Impact on institution & program resources & support
Survey of faculty teaching the two-year associate degree programs- Annually	Impact of BAS BMT program on the quality of the 2-year degree Impact on faculty availability and support Impact on institution & program resources & support

Assessment for the proposed Bachelor of Applied Science in Business Management & Technology (BAS BMT) program is based on the comprehensive student achievement and program assessment processes in place at Bellevue College for all programs, including associate and baccalaureate degrees. Program review occurs every five years and provides a thorough assessment of every aspect of the program. This peer-review process closely aligns with the College's core themes of Student Success, Teaching and Learning Excellence, College Life and Culture, and Community Engagement. The data-informed process asks the program chair and faculty to review key metrics on student success and enrollment, providing analysis and action plans for improvement.

The college's 5-year program review will evaluate the Bachelor of Applied Science in Business Management & Technology (BAS BMT) program's effectiveness by collecting and analyzing data on student satisfaction, preparedness, and retention; faculty assessment of student preparedness; and effectiveness of courses to meet the program outcomes.

The program advisory committees provide an opportunity for college faculty to learn from and engage with industry leaders as these professionals review the curriculum and program elements on a regular basis. The advisory committees will be expanded from the current 2-year degree advisory committees to better serve the expanded outcomes and scope of the Bachelor of Applied Science in Business Management & Technology (BAS BMT) program. The role of these committees will be to advise the program on recommended curriculum improvements; help keep the program abreast of changes in the field; assist in student recruitment and placement; and make recommendations for other changes that will keep the program current.

1.3 Course preparation needed by students transferring with technical associate degree

The BAS BMT has been designed for individuals who have earned a professional technical associates degree in business or technology or a related area. In addition to holding a technical associate degree in business or technology or a related area, applicants to the BAS BMT will need to

meet the minimum requirements outlined in Table 2 below. In keeping with the open access mission of the community college, admission requirements have been designed to provide access to many and to ensure that prospective applicants are prepared for success upon entering the program.

Students with technical degrees in business or technology are well prepared for the Bachelor of Applied Science in Business Management & Technology (BAS BMT).

Table 2: Bachelor of Applied Science in Business Management & Technology (BAS BMT) Eligibility

Bachelor of Applied Science in Business Management & Technology (BAS BMT) Eligibility	
Students may be admitted with an associate degree in business or technology related field or with 90 equivalent credits that represent the combination of program admission required courses and other college-level credits.	
Eligibility	• Cumulative GPA of 2.0 or higher, with a minimum grade of C in all prerequisite courses. • At least 20 credits of general education requirements completed as part of an associate degree. Technology or math credits must not be more than 5 years old. Math classes more than 5 years old may be accepted based on Math placement test results (see Program Advisor).
Program Prerequisites (any two of the following or equivalent transfer credits) 10 Credits	• BTS 165 –Business Spreadsheet and Design 5 CR or • PROG 108 – Intro to Scripting 5 CR or • BUS 120 – Organizational Behavior 5 CR
Program Prerequisites (General Education or equivalent transfer credits) 35-36 Credits	• ENGL& 101 - English Composition I 5 CR • Two 100 level or higher Natural Science courses (one must have a lab) –10-11 CR • MATH 138 - College Algebra for Business & Social Science 5 CR or higher • BUS& 101 – Intro to Business 5 CR • ECON& 201 – Microeconomics 5 CR • PHIL 260 or CMST 250

1.4 General education component

Bellevue College has planned carefully to ensure that general education credits and courses meet state guidelines. Over the course of the degree, the state requires that general education credits include a minimum of ten credits of written communication skills, including English composition; five credits of quantitative skills; ten credits of humanities; ten credits of social science, and ten credits of natural science, including at least one life sciences course and one course with a lab.

All BAS BMT degree graduates will have taken 60 credits of general education. Thirty credits of which are typically satisfied at the associate-degree level as confirmed by entrance prerequisites. See Appendix A for list of general education courses completed in the Bellevue College technical Associate in Applied Science Transfer (AAS-T) degrees and the Associate in Business Direct Transfer Agreement (DTA) degree. Bellevue College plans to work closely with other system colleges to ensure that students currently enrolled in technical associate degrees take appropriate general education courses prior to graduation and admission into the BAS BMT. The remaining 25 credits are satisfied at the upper division level by courses in philosophy, business, communication studies and general education distribution courses.

General education requirements for the BAS BMT degree are outlined in Table 3 below. Courses annotated with an asterisk (*) may be completed as part of the AAS-T degree. Course numbers with an ampersand symbol (&) are common course numbers at all Washington State community and technical colleges. Course numbers without the ampersand symbol refer to Bellevue College Courses.

Table 3: General Education Components

Course	Title	Credits
*ENGL& 101	English Composition I	5
*ENGL 201, *ENGL& 235, or *ENGL 271	The Research Paper Technical Writing Expository Writing I	5
Communication Total		10
*MATH 138 or higher	College Algebra for Business & Social Science	5
Quantitative Skills Total		5
PHIL 260 or CMST 250	Business Ethics or Communication in a Diverse Workplace	5
PHIL 375	Ethics in IT	5
Humanities Total		10
*BUS& 101	Introduction to Business	5
ECON &201	Microeconomics	5
Social Sciences Total		10
Natural Science course	Any 100 level or higher NS course (with a lab)	6
Natural Science course	Any 100 level or higher NS course	5
Natural Sciences Total		10-11
CMST 340	Advanced Communication in Business & Technology	5
ECON& 202	Macroeconomics	5
Quantitative/Symbolic Reasoning or Natural Sciences	Any course from these Direct Transfer Agreement (DTA) categories: Quantitative/Symbolic Reasoning or Natural Sciences	5
Other Total		15
TOTAL REQUIRED		60-61

Course work needed at junior and senior levels in the baccalaureate program.

The BAS BMT is being designed with working students in mind. Courses will be taught in the evening or through a hybrid model in which degree candidates spend some class time face to face with the instructor and some class time online. All students take the core courses in business and technology, as well as general education courses in communication studies, business, and philosophy. Full course descriptions for the BAS coursework are listed in Appendix B.

Total program credits are 180, 90 of which are met by entry requirements. For reference, the Bellevue College AAS-T (Associate in Applied Science-T) Business and AAS-T (Associate in Applied Science) Information Systems is included in Appendix A to give an example of the coursework the two-year graduates will have completed prior to entering the BAS program. Graduates coming from other colleges may have completed a different set of courses. BAS program staff will work with each student to develop pathways into the BAS program based on their education background.

Table 4: Bellevue College Bachelor of Applied Science in Business Management & Technology (BAS BMT) Degree Requirements

Courses	Credits
BUS 300 – Leading and Decision Making	5
BUS 310 – Principles of Operations Management	5
BUS 355 – Business of IT: Legal Regulatory Business Environment	5
BUS 400 – International Business & Technology	5
ACCT 320 – Fundamentals of Accounting & Finance	5
BUSIT 103 – SQL Fundamentals	5
CMST 340 - Advanced Communication in Business & Technology	5
ECON& 202 - Macroeconomics	5
ISIT 312 - Project Management for IT	5
BUS 490 – Business Management & Technology (BAS BMT) Capstone	5
Humanities – Choose 5 credits from the following:	
ENGL 201 – The Research Paper	5
ENGL 271 – Expository Writing I	5
Quantitative/Symbolic Reasoning or Natural Sciences – Choose 5 credits from the following:	
Any course from these Direct Transfer Agreement (DTA) categories: Quantitative/Symbolic Reasoning or Natural Sciences	5
Philosophy – Choose 5 credits from the following:	
PHIL 360 – Business Ethics Theory and Practice	5
PHIL 375 - Ethical Issues in Information Technology	5
Marketing – Choose 5 credits from the following:	
MKTG 200 – International Marketing	5
MKTG 261 – Marketing Research I	5
MKTG 262 – Measurement and Analytics	5
Fundamentals of Business Analysis – Choose 5 credits from the following:	
BTS 268 – Advanced Business Data Management Tools	5
BUS 450 – Business Management Analysis & Design	5
Technology & Problem Solving – Choose 5 credits from the following:	
ISIT 300 – Problem Solving Strategies	5

PROG 160 – Systems Analysis & Design	5
Database Design, Research & Analytics – Choose 5 credits from the following:	
ISIT 331 – Applied Database Concepts	5
ISIT 333 – Applied Programming Concepts	5
MKTG 461 – Marketing Research II	5
MKTG 462 – Data Visualization & Advanced Analytics	5
Strategies and Technology – Choose 5 credits from the following:	
BTS 389 – Ecommerce Development Strategy	5
IT 330 – Cloud Technologies for Business	5
Total General Education Courses	25 credits
Total BAS Coursework	90 credits

Students attending full-time (which is typically three courses or 15 credits each quarter) finish the program in six quarters. Students attending part-time finish the program in nine quarters or more, depending on the number of credits carried each quarter.

Program faculty and the program manager will work with each student to develop an academic plan, ensuring that full-time and part-time students are able to efficiently meet their degree and career goals. An example of a full-time schedule is in Table 5.

Because work experience is a key part of developing a career, students in the Bachelor of Applied Science in Business Management & Technology (BAS BMT) will complete a capstone course in their last quarter in the program.

Table 5: Sample Full-time Bachelor of Applied Science in Business Management & Technology (BAS BMT) Student Schedule

First Year (Junior)		
Quarter 1	Quarter 2	Quarter 3
BUS 300 Leading and Decision Making	ACCT 320 Fundamentals of Accounting & Finance	BUS 355 Business of IT: Legal Regulatory Business Environment
Elective from DTA in Quantitative/Symbolic Reasoning or Natural Sciences	ISIT 312 Project Management for IT	ENGL 201 The Research Paper or ENGL 271 Expository Writing I
ISIT 300 Problem Solving Strategies or PROG 160 Systems Analysis & Design	BUS 310 Principles of Operations Management	ECON& 202 Macroeconomics
Second Year (Senior)		
Quarter 4	Quarter 5	Quarter 6
BUS 400 International Business & Technology	BUSIT 103 SQL Fundamentals	BTS 268 Advanced Business Data Management Tools or BUS 450 - Business Management Analysis & Design
MKTG 200 International Marketing or MKTG 261 Marketing Research I or MKTG	PHIL 375 Ethical Issues in Information Technology or	CMST 340 Advanced Communication in Business & Technology

262 Measurement and Analytics	PHIL 360 Business Ethics Theory and Practice	
ISIT 331 Applied Database Concepts or ISIT 333 Applied Programming Concepts or MKTG 461 Marketing Research II or MKTG 462 Data Visualization & Advanced Analytics	IT 330 Cloud Technologies for Business or BTS 389 Ecommerce Development Strategy	BUS 490 Business Management & Technology (BAS BMT) Capstone

Criteria 2

Qualified faculty.

Bellevue College faculty are highly qualified to teach within the proposed Bachelor of Applied Science in Business Management & Technology (BAS BMT) program (Table 6).

Table 6: Qualified Full and Part Time Faculty

Full Time Faculty in Business	
Faculty Name	Qualifications
Frank Hatstat	Associate in Science Bachelor of Arts, Economics Master of Business Administration (MBA) Juris Doctor (Law) 40+ years of teaching experience in industry, military, government, and academia 20+ years of work experience in industry
Andrew Johnson	Master of Business Administration (MBA) 25 years of collegiate teaching 33 years of work experience in industry
Komal Ram	BA Business Master of Business Administration (MBA) DBA (projected completion Fall, 2023) 5 years of collegiate teaching 20 years of work experience in industry
Suzanne Marks	BA Business Education MEd Instructional Design 30 years of collegiate teaching 11 years of work experience in industry
Lisa Harris	BA Economics 10 years of collegiate teaching 20 years of work experience in industry

Part Time Faculty	
Faculty Name	Qualifications
Brooks Brophy	BS in Human Communications MS Interdisciplinary-Organizational Studies 15 years of collegiate teaching 25 years of work experience in industry
Cheryl Engstrom	MS Management and Leadership 4 years of collegiate teaching 35 years of work in industry
Audrey Hue	BS in Electrical Engineering MS Biomedical Engineering Master of Business Administration (MBA) 13 years of collegiate teaching 27 years of work experience in industry
Carol Leffall	BS Criminal Justice MBA Financial Management DBA (Candidate) Organizational Leadership 16 years of collegiate teaching 20 years of work experience in industry
Art Lovestedt	BA Business MS Computer Systems and Technology Management 14 years of collegiate teaching 25 years of work experience in industry
Joan Wissmann	BA Business MS Management and Leadership World at Work – Certified Compensation Professional (CCP) Global Remuneration Professional (GRP) Project Management Institute – Project Manager, Professional (PMP)

Faculty who teach the general education requirements for the BAS BMT are also highly qualified within their disciplines (Table 7).

Table 7: General Education Full-Time Faculty Profiles

Faculty Name	Degree	Distribution Area
Stephanie Hurst	MA	Communication Studies
William Russ Payne	Ph.D.	Philosophy

Criteria 3

Selective admissions process, if used for the program, consistent with an open-door institution.

Although the proposed degree will employ a selective admissions process, it will be consistent with the college's open-door philosophy. The 2.0 GPA requirement is consistent with the required GPA for two-year progression. Students who come in with an overall 2.0 GPA or higher, have been found to be successful in our current Bachelor of Applied Science programs. Qualified applicants who meet the priority application due date will receive first consideration. If there are more program slots than applications, applicants who do not meet the priority application date will be considered. The program manager and program faculty will manage the details of the admission process.

Should there be more qualified applicants than there are openings in the program, the college will first consider offering additional course sections, if feasible. For example, if there were 50 qualified applicants and 25 openings, the college would consider adding a cohort, if appropriate faculty are available, so that all qualified students would be admitted.

If there are more qualified applicants than there are openings, but not enough applicants to add an additional section, or another section is not feasible, the college will admit some students and place the remainder on a wait list, based on the following criteria:

- Fifty percent (50%) of the cohort slots will be awarded based on GPA, rank ordered, i.e., 3.8, 3.78, 3.6. This provides priority to students with a higher GPA.

- The remaining fifty percent of cohort slots will be awarded by lottery, from the remainder of qualified applicants. This ensures that students with passing but not exceptionally high GPA are not excluded from admission.

- Any remaining qualified applicants will be placed on a wait list.

- If additional program slots become available, admission will be determined by lottery from the wait list, so all students will have equal opportunity to be admitted.

The program will assess this process each year and determine if changes need to be made, based on student progress and retention, diversity of student groups, and other factors which may emerge.

The bachelor's program will employ practices implemented by the college's Office of Diversity, Equity, and Inclusion to attract a diverse student population to the college. These include:

- Recruit people of color who are BC program graduates and professionals to serve as role models, serve on the advisory committee and make presentations to currently enrolled associate degree students to encourage the pursuit of a bachelor's degree;

- Engage in targeted marketing and other marketing efforts to encourage persons of color and those from underserved populations to apply to the program;

- Coordinate program diversity efforts with the institution's office of Multicultural Student Services;

- Apply best practices for identifying potential hires from underrepresented groups;

- Work with businesses and professional organizations to develop additional strategies to attract a diverse student body from workers in their employment ranks who do not have a bachelor's degree; and,

- Regularly assess recruitment/retention efforts with regard to underrepresented populations, and continually monitor and strive to improve the program's culture of appreciation and respect towards diversity.

Criteria 4

Appropriate student services plan.

As a community college, one of Bellevue College's strengths is the variety of student-focused support services that help students achieve success and accomplish their goals. Students in the Bachelor of Applied Science in Business Management & Technology (BAS BMT) program will be supported by the same high-quality student services that all students receive.

As Bellevue College has added new applied baccalaureate degrees, the college has focused on integrating support for baccalaureate students across the institution. For example, additional FTE has been added to enrollment services to provide transcript evaluation for incoming applied-baccalaureate students. Beginning in academic year 2013-14, the library has added 1 FTE librarian assigned specifically to the bachelor's degree programs, providing another institutional touch point for students.

Data has shown, at least 50% of students in the current BAS programs at Bellevue College are working and may have needs for alternative scheduling. Most of the Bachelor of Applied Science in Business Management & Technology (BAS BMT) program classes are currently offered or will be offered (new courses in the degree) in either an online or hybrid delivery method. To ensure access to program advising, the program manager or program chair is available for evening appointments, in addition to availability by email and Teams messaging/meeting. The program manager is the primary point-of-contact for students, from before admission, through the program, and into transition to master's degrees for those who wish to continue to graduate school. This primary-point-of-contact model has worked well in Bellevue College's other applied baccalaureate degrees, and the college plans to continue it for future degrees.

To provide convenient access to all students, Bellevue College has numerous services available electronically, including quarterly online registration; online tutoring; 24/7 access to librarians through "ask a librarian"; extensive research databases suitable for baccalaureate-level research; and degree audit and transcript requests.

For face-to-face connection with all students, many services have evening and/or weekend hours, including the academic success center, math lab, writing lab, computer labs, science study center, counseling center, financial aid, the library, and extended testing hours at the disability resource center.

The following services will be those most frequently used by baccalaureate students.

Student Advising

The model that has worked well for the college's baccalaureate programs and will be used for the proposed degree is an embedded program manager who works one-on-one with students to facilitate their success. The program manager assists students with their educational planning and progress towards degree completion. The program manager and program chair consult regularly about each student's progress. Each student will have an individualized schedule and advising plan. Students can use online advising services and degree planning worksheets to access their information. The online degree planning tool helps faculty advisors and students evaluate, monitor and track the student's progress toward completion of a degree. Student retention and success are the college's top priorities. Students appreciate and respond well to having a specific person to go to for assistance. Program faculty will work with students who need additional assistance to develop personalized student success strategies.

Academic Success Center (ASC)

The Academic Success Center assists students with successfully completing their college courses through one-on-one and group tutoring, workshops, classes, and open labs in reading, writing and math. As needed, additional tutors in the Academic Success Center, will be hired to meet the needs of students in higher-level Bachelor of Applied Science courses

Computer Labs

Bellevue College provides a wide variety of specialized computer labs to enhance learning and student success as well as a 200-computer open lab.

Credentials Evaluation

Full-time credentials evaluators have extensive experience evaluating transcripts from accredited institutions. Incoming students are evaluated for compliance with admission requirements and student records for all degree requirements when students are near graduation. Bellevue College is committed to providing efficient time-to-degree for students and makes every effort to accept prior learning when appropriate.

Disability Resource Center (DRC)

The DRC provides assessment and accommodation for students with documented disabilities. Services provided include special course materials; testing coordination for disabled students and faculty assistance to provide appropriate accommodation.

Financial Aid

The financial aid office prepares and disburses federal, state, and institutional aid for all Bellevue College students. Students can monitor the progress of their application online.

Job Placement

Providing help with career advancement and job placement will be priorities for this program. An effective advisory committee comprised of regional business and technology employers will help to identify jobs. Through the internship or capstone course, students will develop potential job contacts. The Center for Career Connections has been successful in helping students find jobs by providing career planning and job placement assistance and conducting career fairs. The Center for Career Connections, Program Chair, and Advisory Committee will work closely to develop and nurture internship and job placements.

Multicultural Student Services (MCS)

Multicultural Student Services offers advising, mentoring, tutoring, emergency financial assistance, and support for the college's multicultural student population.

Online Services

All students have online access to the bookstore, records and grades, registration, advising, faculty communication, and library services. As an example of integrated services, the library has added extensive online collections and resources. Library faculty have also developed upper-division research workshops for students in applied baccalaureate programs. The distance education office provides extensive technology assistance and student services for all online students.

TRiO

Students who are first-generation college, low-income, or have a documented disability receive academic and personal support through TRiO. Services include tutoring, study skills, advocacy, and laptop computer lending. The Department of Education has approved extension of this program to all bachelor's degree students who fit eligibility criteria.

Veteran's Administration Programs

The Veterans Affairs Office assists all eligible veterans, reservists, dependents, and VA chapter 31 students. Bellevue College has recently hired a Director of Veteran's Office to better support out veterans and their families.

Workforce Development

Bellevue College's Workforce Education department helps people get the skills they need through professional-technical programs to enter or re-enter the workforce. The Bachelor of Applied Science in Business Management & Technology (BAS BMT) degree is planned to be an approved workforce program. Workforce funding sources include BFET, Opportunity Grant and Worker Retraining.

Criteria 5

Commitment to build and sustain a high-quality program.

5.1 Types of funds to be used to support the program

The Bachelor of Applied Science in Business Management & Technology (BAS BMT) will be state-support funded.

5.2 & 5.5 Projected Program Expenses and anticipated revenue

The Business Management & Technology (BAS BMT) degree is inter-disciplinary and thus it will support and strengthen all existing BAS programs in the Institute for Business & Information Technology (IBIT) division and some general education courses in other divisions. As the BAS BMT degree is inter-disciplinary, full-time students take only one business course per quarter which is .33 of their course load (Table 5 Sample Full-time Bachelor of Applied Science in Business Management & Technology (BAS BMT) Student Schedule). Students take .66 of their course load in other technical BAS programs in the IBIT division and in other general education divisions in the college.

Estimates for the initial cohort of 17 students (Table 8), and the subsequent student growth rate, are based on data from the first five years of the IBIT division's BAS in Digital Marketing program. Starting in Year 2, the BAS BMT program will offer courses for two student cohorts. Additional faculty FTEs are added in Year 2 to simultaneously offer courses for students in their senior year, and

incoming students in their junior year. One new cohort would start each year unless demand necessitated admitting additional cohorts.

Estimates for an initial cohort of 17 students are conservative and leave room for an increase in enrollment while maintaining the same faculty FTEs. Class caps for BAS programs at Bellevue College are now at 28 students, however, the student-to-faculty ratio remains near 17 for the first five years of the program. The BAS BMT program could admit 10 additional students without the need to significantly increase faculty FTEs.

Based on the estimate of an initial cohort of 17 students, a growth rate of 50% in the first year, and a continued growth rate of 20% in subsequent years, the BAS BMT program would achieve a positive cumulative margin in Year 6 and 7 of $116,656 and $354,330, respectively. If the BAS BMT program enrollment exceeds estimates by an additional 10 students in Year 1, and follows the same estimated growth rate, the program would achieve a positive cumulative margin in Year 1 of $42,206 and $1,409,653 in Year 7.

Table 8 Projected Program Enrollment, Staffing, Revenue, and Expenses

	Baseline	Year 1	Year 2	Year 3	Year 4	Year 5
Enrollment & Staffing						
Student Growth Rate		0%	50%	20%	20%	20%
FTE Students	17	17	26	31	37	44
Faculty FTEs						
FTE Faculty [1]	0.66	0.66	1.00	1.00	1.00	1.00
FTE Adjunct [1]	0.33	0.33	1.00	1.00	1.00	1.00
Total Faculty		1.0	2.0	2.0	2.0	2.0
Student/Faculty Ratio		17.2	12.8	15.3	18.4	22.0
Support Staff FTE						
FTE Exempt	0.5	0.5	0.5	0.5	0.5	0.5
Financials						
Total Revenue		123,748	190,071	233,548	286,964	352,589
Tuition [2,3]	6,781	118,505	182,023	223,670	274,846	337,731
Course Fees	300	5,243	8,048	9,878	12,118	14,858
Total Expenses		154,334	254,117	261,741	269,593	277,681
Wages & Salaries Total	FTE Salary					
FT Faculty Salaries	80,000	54,516	85,078	87,630	90,259	92,967
PT Faculty Salaries	60,000	20,444	63,809	65,723	67,694	69,725
Exempt Employees	80,000	41,300	42,539	43,815	45,130	46,484
Wages & Salaries Total		116,260	191,426	197,168	203,083	209,176
Employee Benefits		36,040	59,342	61,122	62,956	64,845
Goods & Services	1.0%	1,163	1,914	1,972	2,031	2,092
Travel	0.5%	581	957	986	1,015	1,046
Hardware/Software	0.3%	291	479	493	508	523

Total Net		(30,587)	(64,046)	(28,193)	17,370	74,908
% Margin		(20%)	(25%)	(11%)	6%	27%
Cumulative Margin		(30,587)	(94,633)	(122,826	(105,456)	(30,547)

1. Additional full-time and part-time faculty added in Year 2 to offer courses for two student cohorts.

2. Assume an initial 2.8% tuition increase with subsequent 2.4% increases thereafter

3. Assume an initial 1.7% COLA with subsequent 3% COLA in each year thereafter.

5.3 Appropriate Facilities

The Bellevue College campus is a wooded 120 acres. The campus landscape is enhanced by more than 20 buildings, including two Gold LEED certified buildings. There are four computer labs dedicated to students in the Institute for Business and Information Technology, the division in which this BAS resides. There is a dedicated BAS librarian who provides services for BAS students and faculty.

5.4 Appropriate equipment, technology, and instructional resources needed for the program

The facilities, equipment, technology, and instructional resources needed for the BAS BMT program are currently in place for the AAS-T Business Management and the AAS-T Information Systems programs. The Bellevue College Library includes a dedicated librarian for BAS programs with a dedicated budget for obtaining appropriate BAS level library resources.

Any concerns regarding capacity and the availability of classroom space have been allayed by the required move to remote operations due to COVID. Though students have returned to campus, we anticipate that most programs on campus will now schedule live-online-synchronous sections which means more classroom space will be available.

5.6 Document the college's ability to sustain the program over time

Bellevue College is committed to and supportive of bachelor's degrees at the College. Evidence of this is the fact that the College has 13 bachelor's degree programs, currently more than any of the other community and technical colleges in the state of Washington. Each of Bellevue College's bachelor programs has a program manager and the College will hire an additional full-time program manager assigned to the Bachelor of Applied Science in Business Management & Technology (BAS BMT) degree program.

Bellevue College does not anticipate difficulty in obtaining qualified faculty as the program grows. Bellevue College has qualified faculty already teaching at the AAS-T and BAS level in other programs and many of these faculty are interested in teaching in the Bachelor of Applied Science in Business Management & Technology (BAS BMT) program. Further, several the classes in the Bachelor of Applied Science in Business Management & Technology (BAS BMT) program come from existing courses in our catalog and thus these courses are already staffed.

Bellevue College anticipates that student demand will be high for this program. Business has been the most popular major in the United States in every year since the 1970s and the College anticipates the demand for a degree in business will increase in the coming decade as employers make this a minimum qualification for employment in business. In addition, in a year with declining enrollments in International and Running Start students, Bellevue College bachelor's enrollments are

the bright spot on the enrollment dashboard as enrollments for bachelor's degrees at Bellevue College are increasing.

Criteria 6

Program specific accreditation.

Bellevue College had accreditation for the 12 bachelor's degree programs through the Northwest Commission of Colleges and Universities (NWCCU). Staff are working with the College's accreditation liaison officer to ensure that the Bachelor of Applied Science in Business Management & Technology (BAS BMT) will be appropriately accredited by NWCCU as well.

In the future, if an appropriate program specific accreditation becomes an advantage for the Bachelor of Applied Science in Business Management & Technology (BAS BMT) and its program graduates, the college will assess the potential benefits and consider pursuing additional accreditation.

Criteria 7

Pathway options beyond baccalaureate degree.

Graduates of the Bellevue College Bachelor of Applied Science in Business Management & Technology (BAS BMT) who are interested in continuing their education will be well prepared to move forward into graduate schools.

While all BAS graduates can apply to any master's degree program, certain institutions offer graduate programs that continue the pathway of the Bellevue College Bachelor of Applied Science in Business Management & Technology (BAS BMT) graduates. These include:

- Western Governors University (WGU): MBA Information Technology Management; and

- Central Washington University (CWU): MS Information Technology and Administrative Management.

These programs have been identified as master's degree options for which graduates of Bellevue College's Bachelor of Applied Science in Business Management & Technology (BAS BMT) meet the declared prerequisites.

Criteria 8

External expert evaluation of program.

The Bachelor of Applied Science in Business Management & Technology (BAS BMT) program proposal was reviewed by two expert reviewers including one from higher education and one from industry.

Dr. Sandeep Krishnamurthy, founding Dean of the University of Washington Bothell School of Business, served as the expert reviewer from higher education.

Taurean C. "TC" Sutton, Managing Director of Slalom Consulting, served as the expert reviewer from industry. Slalom Consulting is a global consulting firm focused on strategy, technology, and business transformation. Slalom employs over 10,000 people in 41 markets.

The Applied Baccalaureate External Review Rubrics returned by each expert reviewer can be found in Appendix C: External Expert Review.

Response to external feedback.

Overall comments from both expert reviewers were positive and in favor of the program.

TC Sutton commented, "Overall, the degree program is designed with the ability to take many relevant courses that will help prepare graduates for current employer demands. The courses are designed to help build skills that will lead to job placement."

Dr. Krishnamurthy commented, "With any interdisciplinary effort, there is always the challenge of creating adequate depth in either field. The faculty have been thoughtful about developing such a combination."

Dr. Krishnamurthy commented on the opportunity to include diversity, equity, and inclusion (DEI) in the curriculum.

Dr. Krishnamurthy suggested, "One particular area that could be introduced would be diversity, inclusion and equity." While curriculum that includes DEI can be found in the BAS BMT curriculum, the BAS BMT committee agreed to pursue adding language to the college catalog and program description that would emphasize the existing DEI topics in the following courses: BUS 120, BUS 300, BUS 400, PHIL 360, MKTG 200.

Both expert reviewers commented on the need for more technology.

Dr. Krishnamurthy commented, "I like that the program pre-requisites include these three classes: (BTS 165 –Business Spreadsheet and Design 5 CR, PROG 108 – Intro to Scripting 5 CR, BUSIT 103 – SQL Fundamentals 5 CR) At this time, it looks like students have to choose two out of three classes. If there is a way that all three can be required, it would be wonderful."

TC Sutton commented, "I believe including a couple of technical courses as core courses vs electives would better prepare students coming out of this course [sic] for some of the technical challenges that they will face in the current working environment." TC Sutton recommended, "Specifically, I believe that Marketing Research II should be part of the Strategies and Technologies course options, and SQL Fundamentals added as one of the core courses." TC Sutton summarized, "I would recommend adding a couple of the technology specific classes as required classes to make sure there are a couple of courses that require more applied technology courses."

The BAS BMT committee heeded these suggestions and added BUSIT 103 – SQL Fundamentals to the core curriculum. Marketing Research II is already an option in the curriculum under the heading Database Design, Research & Analytics, and the committee elected to leave this course under this heading at this time.

Conclusion

The Business Management & Technology (BAS BMT) program and degree detailed in this proposal reflects an opportunity for Bellevue College to move forward with its mission and commitment and better meet the needs and preferences of students, employers, communities, and the State of Washington.

This proposal describes in detail:

- how to meet the demand for such a course of study by these multiple constituencies.

- the course of study that addresses the skill needs that were articulated and supported by in-depth research.

- the opportunity for students to choose from multiple pathways for success and to attain a degree at the baccalaureate level in a highly supportive community college environment.

- the BAS BMT degree integrates business management and technology coursework that offer students an opportunity to develop highly sought-after skills, preparing a graduate with highly employable skills.

Furthermore, this proposal outlines how moving forward with this program and degree supports students, employers, our communities, and the State of Washington.

Appendix A: Bellevue College AAS-T Degree in Business Management and AAS-T Degree in Information Systems

Associate in Applied Science-T Degree Business Management - AAS-T

Brief Description

The AAS-Transfer in Business Management combines technical courses required for job preparation and college-level general education courses. These degrees are designed for the dual purpose of immediate employment and preparation for the junior year in a Washington state Bachelor of Applied Science (BAS) degree program. This degree provides a strong background to enhance existing business skills and obtain broad based knowledge of business management in the manufacturing, retail, and service industries. This program also promotes success in both profit and non-profit organizations for a competitive edge in today's business climate.

Learning Outcomes

- Degree recipients should possess the skills & abilities described below:

- Identify contemporary business concepts, principles and practices

- Demonstrate the interrelationship of the functional areas of business including management, marketing, law, organizational behavior, computer and software systems, human resources, insurance, accounting, and finance

- Analyze the interrelationship of a business organization within the larger business environment, including international business

- Apply basic legal business concepts within the legal environment in which business is conducted

- Perform basic business calculations to demonstrate basic financial literacy

- Apply problem solving and analysis skills to business research questions and demonstrate appropriate solutions

- Communicate business concepts effectively both in writing and orally in clear concise language appropriate to the audience

- Work as an effective team member and leader to develop a business plan and reach specific business goals

- Demonstrate an understanding of contemporary human relations/ organizational behavior in terms of concepts, processes, and models and the issues, advantages, and challenges

related to diversity in business organizations

- Identify the issues and challenges related to ethics in current business organizations

Table 9: Business Management AAS-T Requirements

COURSE NUMBER	COURSE NAME	CREDIT
BUS& 101	Introduction to Business	5
BTS 165	Business Spreadsheet Analysis & Design	5
ENGL& 101	English Composition I	5
BUS 120	Organizational Behavior	5
BUS 221	Human Resource Management	5
BUS 223	Applied Principles of Management	5
BUS 250	Entrepreneurship	5
MKTG 101	Introduction to Marketing	5
MKTG 102	Intro to Digital Marketing Platforms	5
Choose one Math course from the following		
MATH& 107	Math in Society	5
MATH 130	Introduction to Statistics	5
Choose one Law course from the following:		
BUS& 201	Business Law	5
PHIL 260	Business Ethics	5
Choose one Accounting course from the following:		
ACCT 101	Practical Accounting I	5
ACCT& 201	Principles of Accounting I	5
Choose 5 credits from the following Experiential Learning courses:		
BTS 293	Professional Skills	5
BUS 241	Multicultural Business Consulting	6
EXPRL 191	Academic Internship Experience	1-5
EXPRL 192	Academic Internship Experience	1-5
EXPRL 193	Academic Internship Experience	1-5
MKTG 290	DECA Practicum	5
MKTG 292	Marketing Internship	5
Natural Science, Social Science, Humanities		
Choose 10 credits from either Natural Science, Social Science or Humanities discipline from the Direct Transfer Agreement list. One of those courses must meet the Diversity Degree requirement.		10
Electives. Choose 10 credits of the following:		
ACCT 102	Practical Accounting II	5
ACCT 234	Managerial Accounting	5
BUS 280	Advanced Studies in International Business	5
ECON& 201	Microeconomics	5
ECON& 202	Macroeconomics	5

ENGL 201	The Research Paper	5
INTST 150	International Business	5
MKTG 200	International Marketing	5
TOTAL		90

Associate in Applied Science-T Degree Information Systems - AAS-T

Brief Description

The Information Systems degree includes concentrations for students interested in software development or business intelligence. Students also take general education courses. The degree prepares graduates for entry-level developer/analyst positions and for continuation to a Baccalaureate institution. Certificates of Accomplishment and Achievement in Introductory .NET Programming, Programming for Web Development, Database Report Developer, Business Intelligence Analyst, Intermediate Applications Developer, Introductory C++ Programming, and Database Analyst may be applied toward the degree.

Degree recipients should possess the skills & abilities described below:

Learning Outcomes

- Communicate effectively in the three areas of listening, writing and speaking

- Apply critical thinking and logical research to technological problems in their area of concentration

- Create stored procedures, triggers and cursors using an appropriate database server programming language

- Use common relational database terminology and normalization to design a relational database

Business Analyst Track

- Identify appropriate business analysis tasks for a variety of organizational scenarios using appropriate terminology

- Document the results of various business analysis tasks using generally acceptable approaches

- Communicate within a small group using appropriate business analysis terminology and techniques

- Detail business analysis techniques to real-world scenarios/tasks by explaining the advantages and disadvantages of each

Software Development Track

- Using .NET compliant programming languages, write, compile, debug and execute well engineered and maintainable programs that effectively meet the requirements for Web and/or Windows applications

- Explain and apply the necessary processes, tools and skills used in the systems analysis and system design phases of a project

- Create and utilize relational databases, including modeling data, developing queries, customizing forms and reports, using code, creating charts and working with graphics

Table 10: Information Systems AAS-T Requirements

COURSE NUMBER	COURSE NAME	CREDIT
BUSIT 103	SQL Fundamentals	5
CMST 250	Communication in a Diverse Workplace	5
ENGL& 101	English Composition I	5
DBA 130	Database Theory	5
IT 103	Networking Basics	5
PROG 109	Introduction to Web Development	5
PROG 140	SQL & Relational Database Programming	5
PROG 160	Systems Analysis & Design	5
Communication – Choose 5 credits from the following:		
ENGL 201	The Research Paper	5
ENGL& 235	Technical Writing	5
Natural Science, Social Science, Humanities		
PHYS 109	Science for Information Technology	6
Any lab science from AAS-DTA list		5-6
Business Analyst Track		
BUS& 101	Introduction to Business	5
BUSIT 105	Introduction to Business Intelligence	5
BUSIT 150	Introduction to Business Analysis	5
BUSIT 250	Applying Business Analysis Techniques	5
MATH 130	Introduction to Statistics	5
PROG 108	Introduction to Scripting	5
Choose 10 credits from the following:		
MATH 138	College Algebra for Business & Social Science	5
BUS 120	Organizational Behavior	5
BUS 241	Multicultural Business Consulting	5
BUS& 201	Business Law	5
ACCT 225	Survey of Financial and Managerial Accounting	5
ACCT 102	Practical Accounting II	5
ACCT& 201	Principles of Accounting I	5

MKTG 262	Measurement and Analytics	5
BUS 115	Data Mining I	5
BUSIT 209	Data Visualization	5
PROG 120	Object Oriented Programming Concepts	5
PROG 175	Database Reporting	5
PROG 209	Client-Side Web Programming I	5
Software Development track:		
IT 223	Using & Supporting Linux	5
MATH 138	College Algebra for Business & Social Science	5
PROG 110	Introduction to Programming	5
PROG 120	Object Oriented Programming Concepts	5
PROG 123	Server Side Web Development	5
Any 200-level Social Science		5
Choose 10 credits from the following:		
PROG 111	Introduction to C++ Programming	5
PROG 113	Intermediate C++ Programming	5
PROG 209	Client-Side Web Programming I	5
PROG 272	Implementing a Mobile Solution	5
CS 210	Fundamentals of Computer Science I	5
CS 211	Fundamentals of Computer Science II	5
TOTAL		90-91

Associate in Business, AB-DTA/MRP

Table 11: Associate in Business Degree DTA-MRP Requirements

BELLEVUE COLLEGE

Associate in Business Degree (DTA/MRP)

Important Notes and Conditions

- Total 90 Applicable College Level Credits
- Minimum Cumulative GPA 2.0 Required
- A course cannot be credited toward more than one distribution or skill area
- The **BOLDED** numbers below are shared (cross listed) courses with other departments. These courses can count only **once** for credit [Example: PHIL 201 is same as POLS 201 and may only count as PHIL or POLS]. Consult course catalog or meet with an advisor.
- Universities may have other specific admission requirements in addition to those of the transfer degree.
- Courses listed below are subject to change; visit catalog.bellevuecollege.edu for the latest degree updates.

Written Communication: 10 credits (See note # 1)

Complete both groups with minimum grade of C

Group A: English 101

Group B: Choose one from English 201, 235, 271 or 272

Quantitative/Symbolic Reasoning: 5 credits

Complete one *from the following with minimum grade of C:*

Mathematics 138, 141, or 142, or higher level math (see Natural Sciences for second math requirement of Calculus)

Humanities: 15 credits (see note # 2 and # 3)

Choose three *different subjects from the following:*

Maximum 5 credits can be a performance/skills course (indicated by *)

Anthropology 208

Art 101, 103, 105, 110*, 111*, 112*, 120*, 121*, 150*, 151*, 153*, 154*, 201, 202, 203, 205, 206, 221*, 222*, **225**, 230*, 235*, 240*, 242*, 245*, 247*, 253*, 254* 256*, 260*, 261*, 280*, 281*

Communication Studies 101, 105, 106, 107, 115, 116, 119, 120, 121, 131, 132, 133, 134, 136, 138, 141, 143, 144, 145, 146, 151, 161, 163, 202, 210, 216, 220, 250, 252, 260, 261, 280, 285

Cultural and Ethnic Studies 100, 101, 102, **103**, 104, 115, 120, 121, 130, 140, 150, 170, 181, 200, 210, 211, 255, 257, 285, 286, 287, 288

Dance 130*, 131*, 140*, 141*, **151***, **152***, 201*, 202*, 203*

Drama 101, 106, 141, 151*,153*, 154*, 155*, **159***, 161*, 200 , 210, 212, 215, 224, 241, 251*, 252*, 253*, 254*, 256*, 270, 280*, 281*, 284*, 285*

English 111, 112, 113, 114, 115, 131, 210, 215, 219, 220, 221, 223, 224, 225, 226, 228, 229, 237, 238 239, 241, 244 245, 246, 247, 248, 249, 253, 254, 255, 260, 261, 263, 264, 265, 266, 276, 279

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 150, 180, 185, 205, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 250, **261**, **280**

Humanities 224, 230

Music 100*, 101*, 102*, 103*, 104*, 105, 106*, 107, 109*, 110, 111, 112, 113, 114, 115, 116, 117, 118, 120*, 126*, 130*, 131*, 132*, 135*, 136*, 139*, 140*, 143*, 150, 151, 152, 153, 156, 157, 158, 200*, 203*, 205*, 206*, 210, 211, 212, 240*, 243*

Philosophy 101, 102, 112, 115, 122, 145, 160, **201**, 206, **225**, 247, **248**, **260**, 263, 265, 267

Only one single Foreign Language/American Sign Language at 100-level allowed in Humanities distribution for a maximum of 5 credits.

Arabic 121, 122, 123

American Sign Language 121, 122, 123, 221, 222, 223

Chinese 121, 122, 123, 221, 222, 223

French 121, 122, 123, 131, 132, 133, 221, 222, 223, 231, 232, 233

German 121, 122, 123, 221, 222, 223

Italian 121, 122, 123

Japanese 121, 122, 123, 221, 222, 223

Spanish 121, 122, 123, 221, 222, 223

Social Sciences: 20 credits

Complete both groups A and B:

Group A: Choose two different subjects from the following:

Anthropology 100, 106, 108, 180, 204, 206, 208, 209, 211, 212, 219, 220, 222, 224, 228, 230, 232, 234, 235, 236

Business 101

Communication Studies 102, 230

Cultural and Ethnic Studies 100, 101, 102, 104, 106, 109, 115, 120, 121, 130, 140, 150,170, 181, 200, 201, 203, 205, 210, 211, 255, 257, 285, 286, 287, 288

Geography 100, 102, **105**, **123**, 200, 207, 250, 258, 277

History 101, 102, 103, 110, 115, **120**, 146, 147, 148, 150, 180, 185, 205, 207, 209, 210, 211, 212, 214, 223, **230**, 236, 242, 245, 246, 250, **261**, **280**

Humanities 224, 230

International Studies **105**, **123**, 150, 200, 201, 202, **204**, 227, **261**, **280**

Philosophy 102, 112, 122, 160, **201**, 206, **248**, **260**, 263, 265

Political Science 101, 121, 122, 123, 125, 155, 160, 175, **201**, 202, 203, 204, 206, 210, 220, 221, 222, 223, **227**, **230**, 250

Psychology 100, 109, 110, 200, 203, 205, 209, 210, 220, **240**, 250, 260, 257, 260

Sociology 101, 105, 122, 150, 201, 210, 215, 222, 230, **240**, 244, 246, 248, 249, 250, 252, 253, 254, 255, 256, 258, 260, 262, 264, 265, 268, 270, 275, 278

Group B: Complete both courses with a minimum grade of C

Economics 201 **and** 202 (Micro and Macro Economics)

Natural Sciences: 15-16 credits (see note # 4)

Complete both groups A and B:

Group A: Complete one from the following with minimum grade of C:

Mathematics **148** or **151** or a higher level math that includes calculus as a prerequisite

Group B: Choose two different subjects from the following:

One course with a lab component (indicated by "L").

Anthropology 205, 215(L)

Astronomy 100, 101(L), 201(L)

Biology 100(L), 108(L), 125, 135, 150(L), 160(L), 162(L), 211(L), 212(L), 213(L), 241(L), 242(L), 260(L), 275 (L), 276(L)

Botany 110(L), 113(L), 120(L)

Chemistry 100, **110**(L), 121(L), 131(L), 140(L), 161(L, 162(L), 163(L), 261(L) 262(L), 263(L), 265(L), 266(L)

Environmental Science 100, 105, **110**, 207(L), 250(L)

Geography 108, 205, 206(L)

Geology 101(L), 103(L), 107, 208(L)

Meteorology 101, 111

Nutrition 100, 101

Oceanography 101(L), **110**

Physics 100, 104(L), 105(L), 109(L), 114(L), 115(L), 116(L), 121(L), 122(L), 123(L), 225

Psychology 202, 260

Business Core Coursework: 25 credits (see note # 5)

Complete all of the following courses with minimum grade of C

Accounting 201, 202, 203

Business Administration 240 (Statistical Analysis)

Business 201

Additional courses may be required per specific university. (See note #7)

Notes 1 through 6: Specific University Requirements

See business advisor for any information or further information.

1. To meet current EWU requirements, the second English Composition course must be equivalent to EWU's English 201- College Composition: Analysis, Research, and Documentation
2. Students intending the international business major should consult their potential transfer institutions regarding the level of world language required for admission to the major. Five (5) credits in world languages may apply to the Humanities requirement.
3. Students are encouraged to include a speech or oral communication course (not small group communication.)
4. Students should contact their potential transfer institutions for advice on which additional Social Science courses to take.
5. Students intending the manufacturing management major at WWU should consult WWU regarding the selection of natural science courses required for admission to the major.
6. International students who completed a business law course specific to their home country must take a business law course at a U.S. institution in order to demonstrate proficiency in U.S. business law.
7. Five institutions have requirements for admission to the major that go beyond those specified above. Students can meet these requirements by careful selection of the elective University Course Equivalent to:

University:	Course Equivalent to:
WSU (all campuses):	Management Information Systems MIS 250
Gonzaga:	Management Information Systems BMIS 235
PLU:	Computer applications CSCE 120, either an equivalent course or skills test
SPU:	Spreadsheets BUS 1700, either an equivalent course or skills test
WWU:	Introduction to Business Computer Systems MIS 220

Diversity Requirement

See page 2 for a complete listing of all the courses that meet the college's Diversity Degree requirements for the Associate Transfer Degrees. Classes will be applied toward either Humanities, Social Science, Natural Sciences or electives. For most up-to-date information, go to: catalog.bellevuecollege.edu.

Academic Advising

Call (425) 564-2212 or go to: bellevuecollege.edu/advising/

2021-22 Degree Completion Worksheet   Updates: *catalog.bellevuecollege.edu*

BELLEVUE COLLEGE

Associate in Business Degree (DTA/MRP*)

Advising Notes and Recommendations

✓ Completion of this degree does not guarantee admission to any baccalaureate university. However, with careful planning and depending on your intended major, it may be possible to fulfill admissions and major program requirements with this degree.

✓ This is a guideline to meet the degree requirements for students interested in transferring to a participating Washington State four-year college or university.

✓ This worksheet is only for advising purposes. Official approval of credits for degree completion is subject to the Evaluations Office approval.

✓ Consult with an academic advisor on a regular basis for degree completion planning. Contact the Advising Center to locate an academic advisor. Call (425) 564-2212 or go to *bellevuecollege.edu/advising/*.

✓ Check with your intended transfer university/college advisor for specific admissions and major requirements that can be fulfilled with this degree.

Degree Requirements

✓ Must earn a cumulative GPA of 2.00 in all coursework taken at BC, and in all courses applied to the degree.

✓ A minimum 30 credits of the applied 90 must be completed at BC.

Transfer Coursework

✓ For credits from other institutions, meet with a faculty advisor, curriculum advisor or counselor for an initial unofficial transcript review.

✓ For an official review, submit Transfer Credit Evaluation Request form and an official transcript(s) in the prior institution(s) sealed envelope to Student Central once registered for your first quarter.

Graduation Application Requirements

✓ Students must apply for graduation. Submit your graduation application form two quarters prior to the expected graduation date and pay application fee. See *bellevuecollege.edu/graduation* for more information.

✓ **Application deadlines:**
    Winter: March 1
    Spring: April 15
    Summer: July 15

2021-22 Degree Completion Worksheet

Student Name: _____   **SID#:** _____

Prepared by: _____   **Date:** _____

Degree Requirements	Credit	Qtr/Yr	Grade	Transfer From *(If applicable)*
Written Communication: 10 credits				
Group A: English 101				
Group B:				
Quantitative (Mathematics): 5 credits				
Mathematics 138, 141 or 142 or a higher level math				
Humanities: 15 credits *(three different subjects)*				
Social Sciences: 20 credits *(three different subjects)*				
Group A:				
Group B: Economics 201				
Economics 202				
Natural Sciences: 15-16 credits *(three different subjects)*				
Group A: Mathematics 148 or 151 or a higher level math that includes calculus as a prerequisite				
Group B:				
Lab:				
Business Core Coursework: 25 credits				
Accounting 201				
Accounting 202				
Accounting 203				
Business 201 *(see note #6 on front side)*				
Business Administration 240				
Diversity Requirement: Check box if fulfilled: ☐ *(place course in one of the above distribution areas)*				

CREDIT TOTAL: 90

BC General Education & Diversity Degree Requirement

Below is a complete listing of all the courses that meet the colleges Diversity Degree requirements for the Associate Transfer Degrees. Classes will be applied toward either Humanities, Social Science, Natural Sciences or electives. The following transferable courses meet the Diversity requirement:

ANTH 100, 108, 180, 206, 208, 219, 220, 222, 224, 235; BA 241; BUS 120, 241; CES 100, 104, 109, 115, 120, 140, 150, 181, 200, 201, 210, 211, 234, 257; CJ 242; CMST 250, 252, 254, 280; EDUC 150, 240; ENGL 260, 261; HD140; INDES 255; INTST 150; MKTG 200; PHIL 102, 260, 265; POLS 210; PSYC 250; SOC 101, 105, 249, 253, 254, 256, 258, 262, 264, 278.

Business Analysis & Technology, AAS-T

The Business Analysis & Technology AAS-T degree is a modification of the existing Business Technology AA degree, approved by the Bellevue College Curriculum Advisory Committee in February of 2022. This degree will be published in July of 2022 in the 2022-2023 Catalog.

Brief Description

The Business Analysis AAS-T degree prepares students for a variety of roles in today's digitally focused business environment. This degree prepares students to support business intelligence and business analyst professionals, who use data to enable an organization to make informed and data-driven decisions. After successful completion, students will be qualified for positions such as data coordinator, project support, project coordinator, web content manager, and web marketing specialist. The curriculum includes advanced software courses including spreadsheets and database reporting, an introduction to business intelligence and analysis, SQL queries, data mining, programming, business communication skills, project management, creation of digital content, and proficiency in web development tools.

Learning Outcomes

Degree recipients should possess the skills & abilities described below:

- Demonstrate business analysis terminology and techniques using real-world scenarios.

- Develop the business analysis tasks needed to support organizational solutions.

- Critically apply software skills to solve business problems.

- Work at the expert level with spreadsheet and database applications.

- Develop SQL statements and programming solutions to solve business problems.

- Implement project management processes using project management tools.

- Create, organize, and publish digital content.

Table 12: Business Analysis & Technology AAS-T Requirements

COURSE NUMBER	COURSE NAME	CREDIT
BUS& 101	Introduction to Business	5
CMST 250	Communication In A Diverse Workplace	5
ENGL& 101	English Composition I	5
MATH 138	College Algebra for Business and Social Science	5
BATECH 109	Business Communications	5
BATECH 188	Digital Content Creation & Presentation	5
BATECH 165	Business Spreadsheet Analysis & Design	5
BATECH 265	Advanced Business Spreadsheet Analysis & Design	5
BATECH 168	Business Data Management Tools	5
BATECH 268	Advanced Business Database Tools	5

BATECH 280	Project Planning Tracking and Reporting	5
BUSIT 103	SQL Fundamentals	5
BUSIT 105	Introduction to Business Intelligence	5
BUSIT 115	Data Mining I	5
BUSIT 150	Introduction to Business Analysis	5
PROG 108	Introduction to Scripting	5
Electives. Choose 10 credits of the following:		
BATECH 110	Web Essentials	5
BATECH 175	Cloud-based File, Email & Meeting Management	5
BATECH 189	Web Authoring Essentials	5
BATECH 201	Content Management Systems	5
BATECH 210	Collaborative Web Spaces	5
BATECH 289	Front End Web Development	5
MKTG 101	Introduction to Marketing	5
MKTG 102	Intro to Digital Marketing Platforms	5
BUS 120	Organizational Behavior	5
BUS 230	Project Management	5
ECON& 201	Microeconomics	5
TOTAL		90

Appendix B: Course Descriptions

BUS 300 Leading and Decision Making – 5 credits

This course explores the important roles of a leader and the impact an individual can make in influencing decisions for the purpose of guiding an organization or business unit toward success. Leading a team is a complex endeavor and involves vision, passion, the ability to make decisions under pressure and uncertainty, and the ability to motivate others toward one's vision. This course analyzes the symbiotic relationship between leadership and decision making, combining classical wisdom, recent research, and theory and practice. The course will primarily focus on leadership and decision making in the business world with a focus on the technology sector, the nonprofit world, and in one's personal life. We will use a mix of reading, discussion, case studies, exercises to achieve a better understanding of leadership and decision making.

Prerequisite(s): BUS& 101 or permission of the instructor

Course Outcomes
- Evaluate motivational theory; common motives of leaders and followers

- Identify resources that affect an individual's power and influence; use and misuse of power

- Explore the impact of competition and conflict in leadership tasks and roles

- Assess how our individual values serve as the underpinning of an individual's decision-making style as well as how organizational values further influence leadership choices

- Analyze problem statements and framing as well as rational model for decision-making to better understand traps and cognitive barriers that lead to sub-optimal decisions

- Evaluate options regarding dealing with conflicts in a business unit as well as influencing and motivating those who are resistant to change

- Define organizational culture and explain how managers both create and are influenced by organizational culture.

BUS 310 Principles of Operations Management– 5 credits

Students will learn how organizations acquire, maintain, or optimize their competitive advantage through operations. The course will include operations and technology process by which the inputs of labor, capital, knowledge, entrepreneurship, business processes, information, and technology are used to create the most competitive products and services. This course prepares students to focus on managerial actions and analysis to attain organizational goals and objectives through improved operations.

Prerequisite(s): BUS& 101, BUS 300, and BTS 268, or permission of the instructor

Course Outcomes
- Articulate and communicate in an effective way what operations management is and how it

contributes to an organization's success.

- Compare, contrast, and evaluate the elements of what competitiveness is based upon, how productivity is impacted by operations, and strategies to implement to improve competitiveness.

- Understand the role of operations management in the overall business strategy of the organization

- Appraise and defend alternatives and decisions dealing with the management of inventory, supply chain, production, human resources, labor and job design, quality management, location, Just in Time (JIT) and lean operations, scheduling, project management, and MRP (Material Requirements Planning) and ERP (Enterprise Resource Planning).

- Evaluate strategies to achieve competitive advantage.

- Construct analytical tools for operations managers including decision making tools such as master scheduling, transportation modeling, waiting line models, pareto optimization, linear programing, and learning curves.

- Apply Excel functions as tools in analysis and evaluation of solutions for operations management decisions.

- Synthesize learning in operations management via simulations or case analysis.

BUS 355 Business of IT: Legal Regulatory Business Environment – 5 credits

This course focuses on managerial and legal principles and knowledge that are critical to IT organizations and the management of organizations focused on information technology in the modern business world. Students will develop skills and techniques in the areas of the relevant legal concepts and doctrines; regulatory and administrative agency requirements; and organizational development and management practice applicable in the IT environment. Case studies will be used.

Prerequisite(s): BUS 101 or permission of the instructor.

Course Outcomes

- Evaluate the legal and ethical standards IT professionals and managers must maintain.

- Explain the legal and regulatory powers and structures of administrative agencies and devise strategies to optimize business interactions with them.

- Illustrate appropriate approaches for meeting the requirements for legal compliance within regulatory agencies including analyzing and describing HIPAA, NIST, LEED, SOX, and other finance and accounting legal standards as they apply to the IT environment.

- Analyze and evaluate the legal and ethical dimensions of contracts and legal devices and doctrines applicable to the IT environment including intellectual property rights, employment contracts, nondisclosure agreements, vendor contracts, agency, employment, and independent contractor law.

Interpret the relationship between ethical values and legal requirements.

- Appraise contemporary practices, challenges, and opportunities at the intersection of IT and corporate governance.

- Appraise contemporary management practices and organizational behavior theory particularly applicable to the IT environment and IT organizations including change management.

- Explain and demonstrate good business judgment in making IT decisions based on economic analysis, including TCO (Total Cost of Ownership), ROI, (Return on Investment), and lease versus buy considerations.

- Discriminate, evaluate, and apply management theories and principles in the IT environment such that IT systems and organizations remain in compliance including the requirement of a formal, controlled change management system.

BUS 400 International Business & Technology – 5 credits

This course examines the role of technology in international business and trade. In this class we look at how different countries view technology, and the various ways protectionism is used to both encourage international trade while simultaneously supporting each country's domestic industry. We will discuss/examine supply chains, technology transfers, governmental and regional opportunities, and restrictions.

Prerequisite(s): BUS& 101 or Permission of the Instructor

Course Outcomes
- Understand how to minimize supply chain management challenges

- Recognize potential advantages and disadvantages of technology transfers

- Analyze legal issues surrounding IB technology

- Determine ways to mitigate international risk management

- Recognize protectionism and ways to still overcome these challenges

- Awareness on how to protect against outside entities – technology theft

- Evaluate large international technology companies compete – computer vs durable goods

- Evaluate future competitive strategies developing business management technology

- Recognize the benefits of green technology transfers

- Understand social considerations of international technology transfers

BUS 450 Business Management Analysis & Design– 5 credits

This course provides students with the fundamental concepts and tools such as forecasting, risk analysis, decision analysis needed to understand the emerging role of business analytics in organizations. Business analysis requires strategy, understanding of operational processes and

procedures to lead organizations through complex changes. This course will focus on identifying effective methods of analyzing various data models including customer behavior data, staffing cycle data, budget performance and variance data, etc. For example, students will use data analytics to derive insights into the key components of the staffing cycle of an organization, from hiring, internal mobility, and attrition. Readings and lectures will illustrate strategic management theories and frameworks while case discussions, exercises, and a comprehensive written case analysis provide opportunities for application.

Prerequisite(s): Permission of the instructor.

Course Outcomes
- Develop the critical thinking skills needed to perform external and internal analyses of organizations and their competitive environment.

- Identify key value drivers in a business unit or organization in order to build a scorecard to track key performance indicators

- Utilize business analysis skills such as documentation, planning, business solution design to gain knowledge of business lifecycle management, planning and monitoring of projects and budgets

- Define, explain, and apply the key terms, concepts and theories in business analysis as well as explore how changes in capital markets affect business performance

- Understand considerations in collecting data and selecting appropriate analysis tools in order to develop reports in a fair, objective, and unbiased manner

BUS 490 Business Management & Technology Capstone – 5 credits

This is a capstone course that teaches students how to formulate, implement, and evaluate functional (management, marketing, finance, accounting, R&D and MIS) decisions that enable public and private organizations to achieve their objectives. Case analysis and business simulations will be used. Students will engage in planning, designing, implementing, and presenting a business planning project demonstrating the attainment of business management & technology program learning outcomes or complete a business simulation, as well as professional competencies and career readiness.

Prerequisite(s): All required coursework designated in the program as 3XX and at least two courses at the 4XX level.

Course Outcomes
- Explain and describe the strategic management process.

- Explain, describe, and implement Porter's Five Forces or similar model to guide their plan

- As a team design, develop, and implement a business planning project following methods acquired from the program or complete a business simulation.

- Collaborate with a business advisor, business liaison, and/or coaches to develop a business

planning or complete a business simulation.

- Apply skills and knowledge attained from the program to address complicated business and technology issues relevant via case studies or a business simulation.

- As a team develop a written business plan commensurate with the scope and complexity of the project or complete a business simulation.

- As a team, present the business planning deliverable or simulation results orally.

- Solicit performance feedback from business mentor(s), coach(es), or peers.

ACCT 320 Fundamentals of Accounting & Finance– 5 credits

Provide students in non-accounting programs a basic understanding of financial accounting, managerial accounting, and finance. The course will emphasize how financial data is used through the organization and how that data is transformed into useful information to support business decisions.

Prerequisite(s): BUS& 101 and ENGL& 101 or permission of the instructor

Course Outcomes:
- Explain and demonstrate the role and use of accounting information and business ethics in the decision-making process.

- Explain the steps taken to complete the accounting cycle.

- Explain, analyze, and interpret the basic financial statements, income statement, balance sheet, statement of cash flows.

- Explain the difference between cash basis and accrual basis accounting.

- Prepare a cash flow forecast.

- Explain the budgeting process and the various types of budgets

- Explain and evaluate the factors that affect an entity's overall cost of capital.

- Analyze organizational performance using budget variance analysis.

BTS 268 Advanced Business Data Management Tools– 5 credits

Course covers additional user interface features of a relational database. Advanced Wizards are used to create a user interface. Topics include action queries, macros, modules, switchboards, and startup options.

Prerequisite(s): BTS 168 or permission of the instructor

Course Outcomes

Create specialized information through use of action and cross tab queries

- Build a customized user interface with macros, macro groups, command buttons, and procedures

- Enhance database design using many-to-many and one-to-one relationships

- Provide database continuity with proper documentation

- Improve database functionality using properly compiled and tested Function procedures, Sub procedures, and event procedures

- Maximize database efficiency by analyzing database performance, splitting databases and linking to external data sources

- Secure data using passwords, startup options, replication, and backups

- Submit written work in accordance with BC writing benchmarks

BTS 389 Ecommerce Development Strategy – 5 credits

Expands web development skills to market and sell products and services online. Topics include site design, product management, shopping carts, search engine optimization and web marketing tactics. Projects integrate skills to design, build, and publish an ecommerce web site using current eCommerce platforms and tools, following digital marketing best practices and techniques.

Prerequisite(s): BTS 189 or program chair's permission.

Course Outcomes
- Design and implement an e-commerce website with a product inventory, shopping cart and payment processing capability.

- Assess a variety of popular e-commerce platforms and tools.

- Utilize principles of effective web design, navigation and user experience.

- Apply Search Engine Optimization (SEO) techniques to rank high in organic web search results, and understand Search Engine Marketing (SEM) for paid search efforts.

- Apply social networking techniques to increase site traffic by building communities and connecting with groups.

BUSIT 103 SQL Fundamentals– 5 credits

Students learn the fundamentals of database structure and SQL (Structured Query Language). They learn techniques useful for querying databases and they learn to apply their skills in realistic scenarios extracting data and organizing it into meaningful information. Students gain experience with database servers and client tools.

Recommended: Familiarity with spreadsheets or databases.
Prerequisite(s): Placement by assessment into ENGL& 101 or completion of ENGL 092 or ENGL 093 with a C or better.

Course Outcomes

- Explain the structure of tables and the function of keys in a relational database.

- Use diagrams to show how tables in a relational database relate to one another.

- Interpret business information requests to produce accurate SQL statements.

- Construct SQL queries to retrieve data from one or more tables in a database.

- Produce SQL queries using logical operators, complex expressions, filters.

- Develop subqueries to extend functionality to SQL statements.

- Prepare and export data from a database into a spreadsheet application.

CMST 340 Advanced Communication in Business & Technology – 5 credits

This course is designed for students accepted into a baccalaureate degree program in business or technology fields. Students identify, self-assess, analyze and apply skills to effectively communicate in culturally diverse business and technology settings. Students explore original research and apply the information they learn to their communication skill repertoire. Topics include: active listening, intercultural communication, collaborating in teams, conflict management, verbal and nonverbal communication and public speaking.

Recommended: CMST 220, CMST 230, or CMST 280.
Prerequisite(s): Acceptance into applicable baccalaureate program or permission of instructor.

Course Outcomes

- Self-assess one's own communication behaviors and effects.

- Explain and demonstrate active listening and communication competence.

- Evaluate the types of language and nonverbal communication that promote effective communication within the business and technology fields.

- Explain which communication behaviors promote effective teamwork, collaboration and decision-making in a diverse group setting.

- Self-assess one's own biases and practice intercultural competence in the business and technology settings.

- Evaluate and practice appropriate approaches for effective conflict management in a variety of settings.

- Develop and deliver presentations that apply elements of effective public speaking to a variety of audiences and situations.

ECON& 202 Macroeconomics – 5 credits

Presents major theories of business cycles and economic growth. Students examine economic policies aimed "at price stability" and unemployment in an industrialized capitalist nation as well as

factors in international trade and monetary flows. It may also cover the development policies of underdeveloped countries.

Prerequisite(s): MATH 099 or higher, and ENGL 101 or higher

Course Outcomes
- Acquire and critique the use of primary source statistics in assessing the health of a macroeconomy.

- Explain the relationships between economic growth, unemployment, and inflation.

- Recognize the importance of the Federal Reserve's regulatory role in money and banking.

- Evaluate the pros and cons of proposed macroeconomic stabilization policy.

- Examine factors that influence long-run growth and productivity.

- Describe how the internationalization of our economy has changed the outcomes and choices of our domestic economy.

- Critically analyze the positive and negative impacts of markets as they relate to social justice and environmental issues.

- Represent and understand economic concepts and outcomes in numerical and graphical form.

ENGL 201 The Research Paper – 5 credits

Develops skills required for writing research papers. Students learn research techniques, source analysis, thesis development, argumentation styles, and summarizing.

Prerequisite(s): ENGL 101 or equivalent course from another college with a C- or better.

Course Outcomes
- Locate and evaluate different types of evidence for logic, credibility, reliability, and bias (i.e. primary sources, online and written secondary sources)

- Students will locate, evaluate, critically read, summarize, and effectively integrate research sources.

- Compose humanities style research papers that include an evaluation of different types of evidence to support an original thesis and language appropriate for the audience and purpose

- Synthesize their own writing with a breadth of primary and secondary sources with proper in-text citations and a list of citations to avoid plagiarism

- Develop an original and effectively supported thesis that is appropriately complex and significant

Builds on the writing skills learned in ENGL 101 (prev ENGL 101) or ENGL 201. Students work on personal essays, information and opinion papers, reviews, profiles, articles based upon interviews, or other projects.

Prerequisite(s): ENGL 101 or equivalent course from another college with a C- or better.

Course Outcomes
- Identify implicitly and/or explicitly one's intentions as a writer.

- Define implicitly and/or explicitly the audience for a particular piece of writing.

- Apply appropriate style, tone and format to the writer's purpose and audience.

- Use rhetorical formats conventional to expository writing.

- Demonstrate objectivity toward one's own writing.

- Demonstrate practical uses/applications for expository writing beyond the college classroom.

ISIT 300 Problem Solving Strategies – 5 credits

This course classifies and examines a variety of problem-solving methodologies to improve a person's problem solving and decision-making skills. Students engage in personal and group dynamics, vertical/convergent methods, creative/lateral thinking techniques and communication skills to apply and solve technical and non-technical problems.

Prerequisite(s): Permission of instructor.

Course Outcomes
- Apply problem-solving skills in today's organizations.

- Distinguish, develop, and classify problem-solving strategies in individual and group settings.

- Analyze and articulate causes of a problem.

- Present both the problem-solving process and defend the effectiveness of the outcome.

- Articulate problem-solving strategies and methodologies in relation to organizational problems.

- Experiment with lateral and vertical thinking techniques to arrive at a solution.

- Present concisely the problem and solution to an appropriate client.

- Compile and implement a plan to use technology in problem-solving.

ISIT 312 - Project Management for IT – 5 credits

Combines traditional project management with modern approaches adopted by lean and agile methods. Students will examine and apply project management concepts with emphasis on current IT methodologies and tools to gather information about the responsibilities and resources required

to accomplish tasks and calculate the overall cost to plan a project. Students will define projects, determine resource requirements, write requests for proposals, define and sequence tasks, and create project schedules.

Prerequisite(s): Permission of instructor.

Course Outcomes
- Formulate problems and ideas or opportunities into clear objectives by defining project scope, choosing an approach and developing a project schedule and budget using both Predictive and Agile methodologies.

- Demonstrate proficiency in both writing and analysis of request-for-proposals.

- Develop and support processes to prioritize projects/initiatives, allocate resources, and track the performance of the project portfolio and related investments.

- Develop leadership, presentation and communication skills, formulate stakeholder management practices and apply team-building capabilities.

- Create deliverables, including a SWOT (strengths, weaknesses, opportunities, threats) analysis, program proposal, program charter and program objectives.

- Differentiate when PERT & GANT charts should be used and how to analyze them.

- Organize and design roles related to the Scrum framework including Development Team, Scrum Master and Product Owner.

ISIT 331 - Applied Database Concepts – 5 credits

This course provides an in-depth introduction to relational database concepts, the Structured Query Language (SQL), and relational database programming. Topics include generating the structure of a relational database and relational database design principles. This course provides extensive practical experience with creating, modifying, and querying relational databases.

Prerequisite(s): Admission to the BAS Data Management and Analysis Business Intelligence concentration, or permission of the instructor.

Course Outcomes
- Use client tools to work with a database server.

- Design basic databases according to proper design principles.

- Create databases using Structured Query Language (SQL) commands.

- Create basic and complex SQL queries to retrieve data from a database.

- Create appropriate SQL queries in response to realistic requirements for data and information.

- Create SQL statements to safely and successfully add data to a database or modify existing

data in a multi-user environment.

- Write SQL code for the database including database stored procedures.

- Evaluate SQL queries for effective performance.

ISIT 333 - Applied Programming Concepts– 5 credits

This course provides an in-depth introduction to core programming concepts and the software development process. This course will cover object-oriented programming concepts through extensive "hands-on" practice with an integrated software development tool and a modern object-oriented programming language.

Prerequisite(s): Admission to the BAS Data Management and Analysis program, or permission of the instructor.

Course Outcomes
- Plan, design, test and debug an application using an integrated development environment.

- Create applications that accept and validate user input and perform mathematical and logical computations.

- Design applications according to generally accepted object oriented principles.

- Create applications that appropriately separate functionality into multiple classes based upon design specifications.

- Evaluate code for efficiency and adherence to standards.

IT 330 Cloud Technologies for Business– 5 credits

This course addresses the principles and concepts of cloud technologies. The course is ideal for gaining a broad understanding of cloud services/solutions, sales management, cloud infrastructure across a variety of providers.

Prerequisite(s): Admission into BAS Business Management & Technology

Course Outcomes
- Describe cloud architecture and the available services across a variety of vendors.

- Deploy, manage, and migrate cloud services.

- Configure customer service sales management systems.

- Aggregate data sets on hosted platforms.

- Devise a business application model for implementing cloud initiatives.

- Formulate a deployment, utilization and support plan.

MKTG 200 International Marketing– 5 credits

This course builds on the fundamentals of MKTG 101 and applies learning to the international

business landscape. Students consider the impact of marketing environment variables such as politics, religion, economies, technological advancements, weather, and terrain. Differences between countries are considered and help shape a global strategic approach to a multi-market campaign.

Prerequisite(s): Recommended: MKTG 101.

Course Outcomes
- Summarize the ways global trade and cultural differences have shaped international marketing

- Articulate how an increasingly open global economy will impact marketing strategies and technologies

- Collaborate with an international school or program to gain firsthand experience working across cultures

- Evaluate global marketing campaigns, appraising which strategies and tactics were most successful

- Develop a global integrated marketing plan

MKTG 261 Marketing Research I – 5 credits
Provides an in-depth look at how marketing utilizes business research to solve problems, uncover opportunities, and drive additional revenue. Students will get hands-on experience with business question formulation, data analysis and interpretation, presenting findings to business leaders, and managerial decision-making.

Prerequisite(s): MKTG 101 or MKTG 200 or MKTG 234

Course Outcomes
- State a business research question that can be answered during this academic quarter

- Employ both primary and secondary research to gather data for the business problem

- Explore data sources appropriate for marketing research, and balancing costs and time associated with each to their relative value

- Optimize future marketing campaign efforts based on research findings

- Present findings to stakeholders and explain how they shape larger business concerns

MKTG 262 Measurement and Analytics– 5 credits
Students will get hands-on experience with collecting and housing data sets, establishing business rules for data manipulation, aligning key performance indicators to larger business concerns, data visualization techniques, and interpreting and presenting findings key decision makers.

Prerequisite(s): MKTG 102, or MKTG 241, or MKTG 242, or BUSIT 103, or ISIT 331

Course Outcomes

Establish key performance indicators for various types of marketing campaigns and preliminary

marketing research efforts

- Set up digital marketing tags and other marketing technologies to collect meaningful data sets

- Articulate choices on whether it is better to employ reporting or analytics for different marketing projects based on time and cost considerations

- Produce data visualizations that effectively communicate learnings from marketing campaign data analysis

- Optimize future marketing campaign efforts based on measurement and analytics

- Present findings to stakeholders and explain how they shape larger business concerns

MKTG 461 Marketing Research II – 5 credits

This advanced marketing course builds on the research process introduced in MKTG 261: Marketing Research I. Students will continue working with local businesses to identify marketing challenges, formulate research problems, design an approach to data collection, handle data sets and derive insights, and make the insights actionable to stakeholders.

Prerequisite(s): MKTG 261 with a C or better, or permission of instructor.

Course Outcomes
- Formulate a research problem based on client input

- Determine which data collection methods best serve a research project

- Connect disparate data sources to form relevant data sets that assist with problem solution

- Employ advanced data handling to uncover patterns of consumer behavior

- Evaluate the role of research in the larger marketing framework

MKTG 462 Data Visualization & Advanced Analytics – 5 credits

A continuation of materials first explored in MKTG 262: Measurement and Analytics, students will delve deeper on how analytics is maturing from static data reports to complex predictive modeling. Hands-on practice with data visualization and manipulation tools is balanced with the strategic implementation of analytics.

Prerequisite(s): MKTG 262 with a C or better, or permission of instructor

Course Outcomes
- Critique marketing campaigns with an eye towards when to best use various analytic approaches

- Audit digital marketing implementations for optimal traffic, conversion, and return on investment

Advocate marketing strategies based on patterns of measured consumer behavior

- Utilize data visualizations in measurement reports and analysis to effectively persuade stakeholders

- Construct basic predictive models with marketing data sets

PHIL 360 Business Ethics Theory and Practice – 5 credits

Investigates ethical problems in business through ethical theory and case studies. Involves original research and discussion of business related ethical issues such as social responsibility in corporate governance, proprietary information, whistle-blowers, sustainability and equity in hiring and advancement.

Prerequisite(s): This course is intended for students in four-year business programs.

Course Outcomes
- Analyze, explain and evaluate ethical principles and the philosophical arguments that bear on them. Apply ethical principles to a broad range of ethical issues in business.

- Distinguish and develop varying strategies for dealing with varying cultural perspectives on business related ethical issues.

- Analyze case studies in business ethics and apply ethical principles in evaluating these.

- Evaluate arguments for and against proposed solutions to ethical problems in business practices

PHIL 375 Ethical Issues in Information Technology – 5 credits

Investigates ethical problems relating to information technology through ethical theory and case studies. Involves in-depth and original research and discussion of ethical issues including privacy, control of information and intellectual property rights. Designed for students in four-year Information Technology degree programs at Bellevue College.

Prerequisite(s): Acceptance to the program or permission of the instructor.

Course Outcomes
- Explain and evaluate ethical principles and the philosophical arguments that bear on them.

- Apply ethical principles to a broad range of issues in information technology including intellectual property rights, privacy, freedom of expression and information security.

- Recognize and develop strategies for dealing with varying cultural perspectives on IT related ethical issues.

- Apply ethical principles in detailed case studies.

- Evaluate arguments for and against proposed solutions to ethical dilemmas in information technology.

PROG 160 Systems Analysis & Design – 5 credits

Examines the system-development cycle in depth. Topics include, problem identification, problem solving, and information-gathering techniques. Current structured tools are used to describe business rules and objects, data flow, data structures, and process flow and documentation. Creative problem solving and working in a team environment are stressed

Prerequisite(s): Placement by assessment into ENGL 101, or completion of ENGL 092 or ENGL 093 with a grade of C or better. PROG 108 or PROG 109 or PROG 110 with a grade of C or better.

Course Outcomes

- From a broad perspective, understand the process of systems analysis, design, development and implementation.

- Discuss the Systems Development Life Cycle, including the major phases and the tasks in each phase.

- Explore tools needed to complete an effective systems analysis and design process.

- Create examples of UML, using a data modeling tool.

- Review feasibility analysis considerations, cost-benefit techniques, and analysis of candidate systems.

- Discuss the issues of application architecture, output design, input design, and user-interface design.

- Research hiring requirements for careers in Systems Analysis and related fields, identifying personal skills, gaps in the student's background, and pathways to obtain necessary skills.

Appendix C: External Expert Review

INSTRUCTIONS FOR COLLEGES SUBMITTING A BAS DEGREE PROPOSAL:

1. As part of completing a program proposal, colleges must select two external experts to review the program.
2. Reviews should be completed by an independent, third-party person or team with subject/discipline expertise.
3. At least one, preferably two, of these external expert reviewers should come from a university level institution, i.e. departmental professor, academic dean or department head.
4. A second external expert reviewer may be a professional/practitioner who works for a private or public organization other than the university.
5. External Expert Reviewers should be instructed by colleges to address the criteria listed in this rubric.

INSTRUCTIONS FOR EXTERNAL EXPERT REVIEWERS:

1. External Expert Reviews provide critical feedback to colleges so that they may address potential concerns, issues or criticisms prior to final submission of a program proposal to the State Board of Community and Technical Colleges.

Reviewers should be independent, third-party persons or teams with subject/discipline expertise.

2. The goal of a review is to assess the credibility, design, relevance, rigor, and effectiveness of the proposed BAS program.
3. Reviewers should also validate the congruency and consistency of the program's curriculum
4. with current research, academic thinking and industry standards.
5. Reviewers need not provide responses to every criteria listed in the Rubric. If reviewers feel that they cannot adequately address any one of the criteria, they may simply state that this is the case.
6. This form is designed to assist External Expert Reviewers to complete assessments of baccalaureate degree program proposals. External Expert Reviewers are not restricted to the use of this rubric template. Reviewers may choose, instead, to provide a college with a written narrative. In whatever format they choose, reviewers should address the criteria outline in the rubric.

Note: Reviewers comments are unedited.

External Expert – Slalom Consulting

Applied Baccalaureate External Review Rubric

College Name:	Bellevue College	BAS Degree Title:	Bachelor of Applied Science in Business Management & Technology
Reviewer Name/ Team Name:	TC Sutton	Institutional or Professional Affiliation:	Slalom Consulting
Professional License or Qualification, if any:		Relationship to Program, if any:	N/A

Please evaluate the following Specific Elements		
1. Concept and overview	Is the overall concept of the degree program relevant and appropriate to current employer demands as well as to accepted academic standards? Will the program lead to job placement?	
	Comment Overall, the degree program is designed with the ability to take many relevant courses that will help prepare graduates for current employer demands. The courses are designed to help build skills that will lead to job placement.	
2. Degree Learning Outcomes	Do the degree learning outcomes demonstrate appropriate baccalaureate degree rigor?	
	Comment I believe that there are courses that demonstrate what is expected in a baccalaureate degree program. The outcomes are aligned to the latest technology skills and core business concepts that are needed in the workforce of tomorrow.	

3. Curriculum Alignment	Does the curriculum align with the program's Statement of Needs Document?
	Comment I believe that the program is aligned to achieve many goals set out in the Statement of Needs document. I say many instead of all because there are options to go through this degree program and take core & elective courses that may not fully serve goal #2 of closing the statewide gap for technically trained workers. I believe including a couple of technical courses as core courses vs electives would better prepare students coming out of this course for some of the technical challenges that they will face in the current working environment.
4. Academic Relevance andRigor	Do the core and elective courses align with employer needs and demands? Are the upper-level courses, in particular, relevant to industry? Do the upper level courses demonstrate standard academic rigor for baccalaureate degrees?
	Comment Yes, there is a good mix of different business domains at the core and elective level that will meet the demands of employers. The upper-level courses do provide the academic rigor for a baccalaureate degree program. The variety of courses at the upper level provides many different options for graduates to take their career in different directions.
5. General Education Requirements	Are the general educations requirements suitable for a baccalaureate level program? Do the general education courses meet breadth and depth requirements?
	Comment Yes, the general education requirements are in-line with existing degree programs and meet the breadth and depth that is required.
6. Preparation for Graduate Program Acceptance	Do the degree concept, learning outcomes and curriculum prepare graduates to enter and undertake suitable graduate degree programs?
	Comment Yes, my only concern is that people coming out of this degree program have quite the vest range of core/elective courses that could make people that receive the same degree have different challenges and experiences as they move into the same degree program.

7. Faculty	Do program faculty qualifications appear adequate to teach and continuously improve the curriculum?
	Comment Yes, highly qualified and experienced faculty are available to adapt and improve the curriculum.
8. Resources	Does the college demonstrate adequate resources to sustain and advance the program, including those necessary to support student and library services as well as facilities?
	Comment Yes, the program is fully equipped to be able to provide the right resources to build, sustain and advance this degree program.
9. Membership and Advisory Committee	Has the program received approval from an Advisory Committee? Has the program responded appropriately to it Advisory Committee's recommendations?
	Comment I do not believe I have the information that is required to address this question fully. While I did not see this in the documentation, I did follow up and learned that approval from the committee happened on October 4th 2021, and suggestions to incorporate changes into the degree were added, but I am unaware of what recommendations were made and if the changes are sufficient to address the concerns of the Advisory Committee.
10. Overall assessment and recommendations	Please summarize your overall assessment of the program.
	Comment Overall, the program has a lot of potential to provide organizations with qualified candidates. The courses and curriculum provide enough rigor for the degree program. I believe that the faculty that are part of the degree program are highly qualified and bring a lot of experience that will provide students with valuable skills. Bellevue College is known within the area of having great facilities and opportunities for students to get exposure and experience with many technologies and industries. I would recommend adding a couple of the technology specific classes as required classes to make sure there are a couple of courses that require more applied technology courses. Specifically, I believe that Marketing Research II should be part of the Strategies and Technologies course options, and SQL Fundamentals added as one of the core courses. I believe that the selective admissions process, will really help set this program up for success, and continue to build a strong brand name for all future graduates of this program.

Reviewer Bio or Resume
Evaluator, please insert a short bio here

Taurean C. Sutton

Seattle, WA   •   (425) 435-5710   •   E-Mail: tc.sutton@slalom.com

BUSINESS AUTOMATION AND INTEGRATION

Eager to contribute highly applicable integration skills to accomplish aspects of business automation.

PROFESSIONAL PROFILE
- Software Entrepreneur with the skill set and expertise in enterprise integration, software development, leadership, and project management,
- Proficient problem-solver who envisions different perspectives to develop
- solutions.
- Motivated achiever who guides technology to support business settings, provides added value and accomplishes projects in a timely manner.

AREAS OF EXPERTISE
- Integration Development & Architecture
- Certified Dell Boomi Integration Developer
- Certified MuleSoft Developer
- Certified AWS Developer and AWS Big Data Specialty
- Certified Salesforce Administrator and Integration Architect Designer
- Custom Code Integration: SSIS, C#, Java, Groovy
- Infrastructure
- Understands both Cloud and On-Premises technology infrastructure and what is needed to scale high performance integrations.
- Deep expertise in AWS and Azure automation technologies and messaging services.

PROFESSIONAL EXPERIENCE

Managing Director: Slalom Consulting, 2015 to Present. Architected and develop integration solutions on major integration platforms such as Dell Boomi, MuleSoft, and Informatica for Cloud. Perform real-time integrations between on-premises and cloud platforms such as Salesforce, NetSuite, Zuora, Databases, APIs, and other major platforms. Experience implementing several end-to-end processes such as Quote to Cash, Order to Cash, Hire to Retire, Procure to Pay. In addition, worked with several clients to complete billing systems migrations and understand considerations and best practices for migrating and integrating data across different platforms.

Information Technology Manager: Washington State University, 2006 to 2016. Duties include managing the IT research enterprise. Salesforce Administrator and architect that integrated systems across the university to perform a 360-degree view around companies and their interactions across the university. Developed and managed integrations from data stores across the university and across the state.

Owner: Rushstream LLC, 2006 to 2009. A software development company specializing in streaming media and web 2.0 applications.

Enhance technical skills/knowledge through these activities:
- Courses, Trainings, and User Groups around Platforms or Integrations
- Designing and creating and testing different tools and methodologies
- Training internal resources on Dell Boomi, MuleSoft, Informatica for Cloud.
- Developing standards and best practices for integration techniques across different
- platforms.
- Designing and creating and testing different tools and methodologies

EDUCATION

Bachelors of Arts: Mathematics; Washington State University, December 2007

INTERESTS

Computers
Mathematics
Sports

PROJECT HIGHLIGHTS

Large Online Retailer Integration Architect
Implemented an advanced integration between Amazon Redshift and Salesforce. Developed a custom self-healing integration optimized to support over 20 million transactions per day. Including process automations, and a customized lead conversion process.

Identity Management Company Integration Architect
Led the integration architecture and development for a billing system migration and quote to cash objectives. Real time Integrations and orchestrations delivered between Salesforce, NetSuite, Zuora, Concur, Workday, Jobvite and other backend provisioning systems. Responsibilities included development, design and architecture of the end-to-end solution

Online Travel Company Integration Architect
Helped to extend functionality of the team's Salesforce instance through various feature enhancements. Highlights included implementation of a custom inventory analysis tool designed to help the company's Sales team avoid overbooking advertisement inventory. Responsibilities included requirements gathering, solution design, and developing integration process to manage the heavy ad requirements that helped translate into an automation that reduced over 80% of manual error prone processes.

Local Government Integration Architect
Developed and architected integration an integration solution between multiple third-party applications and a single Point of Sale System. Required custom error handling framework, API management, and a middleware integration solution to expose and communicate sensitive financial data between multiple endpoints.
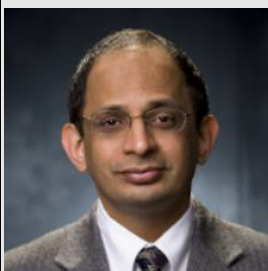
External Expert – University of Washington Bothell

Applied Baccalaureate External Review Rubric

College Name:	Bellevue College	BAS Degree Title:	BAS in Business Management Technology
Reviewer Name/ Team Name:	Dr. Sandeep Krishnamurthy	Institutional or Professional Affiliation:	School of Business, UW Bothell
Professional License or Qualification, if any:	Not applicable	Relationship to Program, if any:	Not applicable

Please evaluate the following Specific Elements	
1. Concept and overview	Is the overall concept of the degree program relevant and appropriate to current employer demands as well as to accepted academic standards? Will the program lead to job placement?
	Comment The BAS in Business Management Technology seeks to serve the regional technology industry by providing a combination of business and technology curricula. With any interdisciplinary effort, there is always the challenge of creating adequate depth in either field. The faculty have been thoughtful about developing such a combination. Several of the classes are in the right domain. I expect that graduates from this program will be candidates for entry-level positions in the technology industry and can go on to do much more.
2. Degree Learning Outcomes	Do the degree learning outcomes demonstrate appropriate baccalaureate degree rigor?
	Comment I have reviewed the brief course descriptions. The course descriptions cover important topics within each field and seem appropriate for a baccalaureate degree. Without a more thorough review of the syllabi, it is not possible to arrive at a definitive conclusion. Rigor usually stems from pedagogical choices as well.

3. Curriculum Alignment	Does the curriculum align with the program's Statement of Needs Document?
	Comment
	The program is aligned with the statement of needs at a high level. I like that the program pre-requisites include these three classes: • BTS 165 –Business Spreadsheet and Design 5 CR • PROG 108 – Intro to Scripting 5 CR • BUSIT 103 – SQL Fundamentals 5 CR At this time, it looks like students have to choose two out of three classes. If there is a way that all three can be required, it would be wonderful. I understand that such decisions require tradeoffs, however.
4. Academic Relevance andRigor	Do the core and elective courses align with employer needs and demands? Are the upper level courses, in particular, relevant to industry? Do the upper level courses demonstrate standard academic rigor for baccalaureate degrees?
	Comment The upper level courses are well designed to support the growth of the students and align well with employer needs and demands. The upper-level classes are appropriately designed keeping industry needs in mind.
5. General Education Requirements	Are the general educations requirements suitable for a baccalaureate level program? Do the general education courses meet breadth and depth requirements?
	Comment I believe that the general educational requirements are suitable. One particular area that could be introduced would be diversity, inclusion and equity. There is great interest in this area from the technology community and having a focused exposure to that would be appropriate.
6. Preparation for Graduate Program Acceptance	Do the degree concept, learning outcomes and curriculum prepare graduates to enter and undertake suitable graduate degree programs?
	Comment Some of the best students that participate in this program would be ready to transition to graduate school. I recommend working with partner institutions with graduate programs to enable this pathway in the long-run.

7. Faculty	Do program faculty qualifications appear adequate to teach and continuously improve the curriculum?	
	Comment The qualifications of the current faculty are appropriate. However, one must recognize that many potential faculty members who can teach in this program would also have other opportunities. Thinking through a systematic faculty hiring plan would serve the group well.	
8. Resources	Does the college demonstrate adequate resources to sustain and advance the program, including those necessary to support student and library services as well as facilities?	
	Comment I don't think I have enough information to assess this. I trust my colleagues to have done this work.	
9. Membership and Advisory Committee	Has the program received approval from an Advisory Committee? Has the program responded appropriately to it Advisory Committee's recommendations?	
	Comment I see that there is an advisory committee that is part of the program process.	
10. Overall assessment and recommendations	Please summarize your overall assessment of the program.	
	Comment	

Reviewer Bio or Resume Evaluator, please insert a short bio here

Dr. Krishnamurthy is the founding Dean of the UW Bothell School of Business. He joined UW Bothell as an Assistant Professor in 1996 and earned the rank of Professor in August 2009. He transitioned the unit from program to school and led the independent accreditation and subsequent maintenance of accreditation by the Association to Advance Collegiate Schools of Business (AACSB). Dr. Krishnamurthy is an interdisciplinary scholar whose research has been featured in journals such as the *Journal of Advertising Research, Journal of Business Research, Journal of Computer-Mediated Communication, Journal of Consumer Affairs, Organizational Behavior and Human Decision Processes (OBHDP), Research Policy* and *Technovation*. He is a student of the technology innovation ecosystem and is the co-founder of the AACSB Digital Transformation Affinity Group. He is deeply involved with the business community of the Pacific Northwest, notably by serving on the board of the Bellevue Chamber of Commerce. The Dean's advisory board of the School of Business includes diverse, prominent and influential leaders from regional companies such as Microsoft, T-Mobile, Boeing and several accounting firms including Clark Nuber, Moss Adams and Sweeney Conrad. Dr. Krishnamurthy is regularly featured in the press for his thoughts on technology and innovation. Dean Krishnamurthy has championed an emphasis on diversity, equity and inclusion throughout the School of Business. He received his Ph.D. from the University of Arizona in 1996 and a Post Graduate Diploma in Business Management (equivalent to an MBA) from XLRI in India. He attended the Indian Institute of Technology (IIT) at Bombay where he obtained his degree in Chemical Engineering in 1988.