

BUSINESS PROGRAMS (BUS & BMT)

Students interested in business and management careers can pursue several different program options depending on their career goals. Students who would like assistance in determining which program option best meets their needs should see an academic or business program advisor. The following business degree or certificate options are available:

1. Students planning to transfer directly as a business major to a four-year college or university in Washington state should obtain an Associate in Business degree with a core of business courses, including Principles of Economics, Micro (Econ& 201) and Macro (Econ& 202), Business Law (BUS& 201), Intro to Statistics (MATH& 146), Financial Accounting (ACCT& 201 and ACCT& 202), and Managerial Accounting (ACCT& 203), Introduction to Calculus (MATH& 148) and Pre-calculus (MATH& 141). Degree requirements for the Business degree are listed in Chapter Six.
2. Students considering transferring outside of Washington state may consider obtaining an Associate of Arts General Studies degree with a core of transferable business courses. While there is no guarantee of direct transfer with junior status, students pursuing this degree are advised to identify the four-year school they are planning to attend and to work with an SVC advisor to assist them in meeting the requirements of the four-year college. Students desiring a non-transferable stand-alone academic degree can also complete the Associate of Arts General Studies degree with a core of business related classes. Students should see a Business Administration advisor for assistance in program planning.
3. Students desiring a two-year career degree in business occupations should pursue the Associate of Technical Arts degree in Business Management. This degree is not designed for transfer, but transfer options are available. Students should plan their program with a Business Management department advisor. See Chapter Six for degree requirements.
4. One-year certificates are also available in Business Management. An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair and Dean approval. See Chapter Six.

BUSINESS MANAGEMENT (BMT)

Program Description

The Business Management (BMT) program is designed to develop the professional and business skills necessary to succeed in today's competitive, demanding, and changing business environment. Throughout the Business Management (BMT) program, students are given projects to complete that provide practical experience in the management functions of planning, leading, organizing and controlling. In this applied environment, a student can gain confidence, a sense of professionalism, and develop the tools to become a team player and leader. The BMT program includes instruction in business and management, selling and marketing, supervision and leadership, accounting and computer applications. Students will also have the opportunity to apply classroom knowledge to practical business simulations including leadership training in the Business Management Organization and by operating the retail lab located on the Mount Vernon Campus.

Students may choose to earn a two-year Associate of Technical Arts Degree in Business Management or a one-year certificate in General Business Management, Retail Management, or Entrepreneurship. Students may also choose to take classes for career advancement goals or to enhance current skills.

Entry into the Program

Apply to the Admissions Office. Students may enter the program at the beginning of any quarter; although some key courses are only offered at specific times during the year. Please see suggested sample schedule for the ATA Business Management degree. For more information, contact the Department Chair or the Admissions Office.

Tech Prep

Skagit Valley College will accept credits toward a vocational degree based on competencies gained in high school. The competencies must be agreed upon by the appropriate teachers from the high school and the college. Credit will be transcribed after verification of successful completion of the agreed upon competencies.

Work-Based Learning

Students will integrate classroom learning with work-based learning experience by participating in internships (Cooperative Education BMT 199) up to a maximum of 10

credits, at a supervised work site. Department Chair approval is required. Credits and grades are based on job hours worked, work performance, and completion of learning objectives specified in the learning contract. Concurrent enrollment in BMT 200 Cooperative Education Seminar is required.

Associate in Technical Arts Degree

An Associate in Technical Arts degree (ATA) is awarded upon completion of a minimum of 90 credits of specified technical and related education coursework above 100-level with both an overall 2.0 grade point average and a 2.0 grade point average in the technical major.

SUGGESTED SCHEDULE

ATA BUSINESS MANAGEMENT

Includes required ATA courses. Student schedule may vary based on entry point, credit load, and prerequisites. Consult with department chair or SVC counselor for scheduling options.

FIRST YEAR

Fall	Winter	Spring
BMT 1005	BMT 1215	BMT 1415
BMT 1205	BMT 1455	BMT 1805
BMT 1405	BMT 1803	†ENGL 1703
BMT 1803	CMST 1253	†MATH 1005
	PE 2002	
Total 18	Total 18	Total 16

SECOND YEAR

Fall	Winter	Spring
‡BMT 1993	‡BMT 1993	‡BMT 1994
BMT 2001	BMT 2001	BMT 2001
BMT 2655	BMT 2465	BMT 2805
BUS 2405	BMT 2605	~Elective5
*LC/GE 5-10	~Elective 5	~SOSC 1131
Total 19+	Total 19	Total 16

* Learning Community (5-10 credits) or 5 credits of culture, natural world or arts. Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

‡ BMT 199 (10 total credits are required for graduation). BMT 199 may be taken at any time after the first quarter, including summer quarter.

~ELECTIVES: A total of 10 credits of electives selected from the following: BMT 146, 213, 275, 290. Any 100 level coursework or above from the BUS, BUS&, ECON, and CIS programs may be taken to fulfill business electives. Other electives not listed above may be taken with Department Chair approval.

University Transfer

Transferability of degrees is of major importance to students and to Skagit Valley College. SVC works hard to build bridges with state four-year schools so that ATA degree students have choices to further their educational goals. Competitive admissions are available through Evergreen State College, City University and Fairhaven College (WWU). These programs are competitive and students need to meet admission requirements at each

school. Students are encouraged to contact each school for their current admission criteria and requirements.

Program Certificates

A Certificate in Business Management is awarded to students who complete the following courses with an accumulated grade point average of 2.0 and achieve technical competency.

ENTREPRENEURSHIP CERTIFICATE

This certificate is designed to provide specific business skills and education for individuals not pursuing the two-year degree who are interested in owning and operating a business: BMT 100, 120, 121, 140, 145, 246, 265, 280, BUS 240, CMST 125, ENGL 170, MATH 100.

GENERAL BUSINESS MANAGEMENT CERTIFICATE

This certificate is awarded to students who complete the first year of the program and choose not to pursue an ATA degree: BMT 100, 120, 121, 140, 141, 145, 180 (9 credits), CMST 125, ENGL 170 MATH 100, PE 200.

RETAIL MANAGEMENT CERTIFICATE

This certificate is designed to prepare current and future retail employees for fast-paced changes in the market place: BMT 120, 140, 145, 213, 260, BUS 205, BUS 240, CMST 125, ENGL 170, MATH 100.

INDIVIDUAL TECHNICAL CERTIFICATE

An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

Micro-Certificates

Students who are not pursuing an ATA degree may earn a certificate focusing on specific skills within the Business Management program. A certificate is awarded in the following areas to students who complete all courses with a 2.0 grade point average or above:

CUSTOMER SERVICE AND SALES
BMT 100, 141, and 180.

LEADERSHIP AND COMMUNITY SERVICE
9 credits of BMT 180.

SUPERVISORY BASICS
BMT 140, 180, and 260.

Course Descriptions

BMT 100 Applied Business Concepts (5)

Study of economic, business, and management concepts. Topics include economic systems, business and marketing practices,

management and human relations, customer service and sales and the global dimensions of business. Concepts will be applied in a business simulation.

BMT 120 Business Computers and Applications (5)

Overview of the strategic use of information systems in business and the hardware, software and networks that support business activity. Use software to create professional documents in Microsoft Word, build effective business presentations in Microsoft PowerPoint, and introduction to problem-solving spreadsheet models in Microsoft Excel.

BMT 121 Computer Applications for Business Marketing (5)

Strategic use of software applications to create a business image and competitive advantage. Create brochures, flyers, and business cards using Microsoft Publisher. Set up a customer database using Microsoft Access and merge information using Microsoft Word. Create spreadsheets in Microsoft Excel to analyze financial business scenarios. Create simple web pages. Prerequisite: BMT 120 or Department Chair approval.

BMT 140 Management Skills (5)

Develop skills necessary to become an effective manager including self-awareness and assessment, supportive communication, development of effective team, valuing diversity, priority setting and time management, meeting management, problem-solving, effective oral and written business presentations, stress management and conflict resolution.

BMT 141 Customer Service & Personal Selling (5)

Develop communication and problem-solving skills necessary to provide outstanding customer service. Learn the elements of successful customer relations within an organization. Build long-term relationships with customers through sales process including prospecting, creating product solutions, approaching the customer, creating & delivering the sales presentation, negotiating buyer concerns, closing the sale, and providing customer service and support after the sale.

BMT 145 Practical Accounting I (5)

Introduction to theory and practice in double entry accounting for service businesses. Includes use of journals and ledgers, worksheets, financial statements, adjusting and closing entries, basic payroll preparation, and bank statement reconciliation.

BMT 146 Practical Accounting II (5)

Continuation of BMT 145. Includes special journals, accounting cycle for merchandising businesses, notes receivable and payable, bad debts, merchandise inventory, and plant assets. Prerequisite: OFTEC 145 or BMT 145 or equivalent.

BMT 160 Special Events Planning and Management (2)

Learn to develop and manage successful special events. Topics include how to choose the best venue, contract negotiations, preparing and managing the budget, marketing the event, handling scheduling and staffing, coordinating food and beverages, decor, entertainment and themes. Special events encompass planning business meetings and small fund-raisers to entertainment events and conferences.

BMT 180 Leadership Development (3)

Practice skills of teamwork, problem-solving and motivation; project planning, conflict resolution and valuing diversity as you take on leadership roles within an organization. Set goals and work to achieve organizational objectives both in person and as part of virtual work teams.

BMT 199 Cooperative Education (1-15)

Practical experience in the operations and methods of business. Concurrent enrollment in BMT 200. Veterans are limited to two credits per quarter. Thirty hours of work experience per quarter equals one credit.

BMT 200 Business Management Seminar (1)

Weekly business seminar that requires research in current management, marketing, and business topics with in-depth analysis and discussion.

BMT 213 Retailing (5)

Analysis of the retail environment, customer, competitors' and channel behavior, legal and ethical behaviors, store location and store layout, and managing retail operations and human resources.

BMT 222 Current Business Issues (3)

Problems and issues facing today's business owners and managers including competition and the free enterprise system, changing management theories and leadership styles, labor-union issues, business ethics and responsibilities, changing consumer behavior, total quality management and continuous process improvement techniques.

BMT 239 Microcomputer Accounting (3)

Application of accounting principles on a microcomputer using integrated software to process general ledger, accounts receivable, and accounts payable entries.

BMT 246 Financial Management (5)

Study of financial management techniques using a computer. Develop and present a financial plan with support material including financial statement analysis, cash flow, and break-even analysis. Learn time value of money, valuation of bonds and stocks, and capital budgeting. Create spreadsheet models to understand finance. Prerequisite: BMT 121, BMT 145, and MATH 100 with a grade of C or better.

BMT 260 Supervision (5)

Study the role of supervisors in organizations as well as the impacts of globalization and diversity, regulation, safety, and unions on supervision. Through role playing and case studies develop the skills to effectively recruit, select, develop, motivate, compensate, evaluate, discipline a diverse workforce. Develop skills to manage change and resolve conflict.

BMT 263 Project Management (2)

Applied project management experience. Develop project plans including tasks, resource requirements, budgeting, and quality and risk control. Optimize and manage project plans.

BMT 265 Business Law and Ethics (5)

Introduction to the legal environment of business as well as the necessity of ethics and social responsibility in management practice. Study of law in the areas of contracts, employment and labor, intellectual property, marketing, consumer protection, product liability, torts, and the environment. Emphasis on application of moral concepts to practical decision-making include environment, use of third world labor, use of economic power in the community, whistle-blowing, mitigation of risk, the employment relationship, and industrial espionage.

BMT 275 Introduction to Global Business (5)

Introduction to basic international business environments including import/export, trade agreements, emerging global markets and other business issues affecting multinational and global firms. Learn and appreciate how trade affects our lives as consumers and producers within the world community. Examine the basic motivation for exporting and importing and understanding social,

cultural and economic differences from global perspectives.

BMT 280 Small Business Management (5)

Develop a business plan including the marketing, financial, and planning sections of the plan. Use a computer to accomplish the functions involved in a small business including the planning, organizing, and control of a small business. Prerequisite: Department chair approval.

BMT 290 Advanced Leadership Seminar (3)

Application of advanced leadership skills in a practical business simulation. Includes the use of different leadership styles, management techniques and decision-making skills in response to a diverse audience.

BMT 295 Portfolio Preparation for Career Development (1-4)

Portfolio preparation for careers in marketing, management, entrepreneurship, and merchandising. Emphasis will be placed on the preparation and presentation of a portfolio for a specified professional audience. Prerequisite: Department Chair permission.