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. Advanced standing may be requested. 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 transcripted 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.

Sample Schedule
ATA Business Management

**First Year**

<table>
<thead>
<tr>
<th>Fall Cr</th>
<th>Winter Cr</th>
<th>Spring Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMT 100 ..</td>
<td>BMT 121 ..</td>
<td>BMT 141 ..</td>
</tr>
<tr>
<td>BMT 120 ..</td>
<td>BMT 180 ..</td>
<td>BMT 180 ..</td>
</tr>
<tr>
<td>BMT 140 ..</td>
<td>BMT 135 ..</td>
<td>†ENGL 170 ..</td>
</tr>
<tr>
<td>BMT 180 ..</td>
<td>PE 200 ..</td>
<td>†MATH 100 ..</td>
</tr>
<tr>
<td>†ENGL 170 ..</td>
<td>SPCCH 125 ..</td>
<td></td>
</tr>
<tr>
<td>Total .. 18</td>
<td>Total .. 18</td>
<td>Total .. 16</td>
</tr>
</tbody>
</table>

**Second Year**

<table>
<thead>
<tr>
<th>Fall Cr</th>
<th>Winter Cr</th>
<th>Spring Cr</th>
</tr>
</thead>
<tbody>
<tr>
<td>†BMT 199 ..</td>
<td>†BMT 199 ..</td>
<td>†BMT 199 ..</td>
</tr>
<tr>
<td>BMT 200 ..</td>
<td>BMT 200 ..</td>
<td>BMT 200 ..</td>
</tr>
<tr>
<td>BMT 243 ..</td>
<td>BMT 246 ..</td>
<td>BMT 280 ..</td>
</tr>
<tr>
<td>BMT 265 ..</td>
<td>BMT 260 ..</td>
<td>~Elective ..</td>
</tr>
<tr>
<td>LC/GE .. 5-10</td>
<td>~Elective ..</td>
<td>SOSC 113 ..</td>
</tr>
<tr>
<td>Total .. 19+</td>
<td>Total .. 19</td>
<td>Total .. 16</td>
</tr>
</tbody>
</table>

*Students may choose to earn a two-year Associate of Technical Arts Degree in Business Management or a one-year certificate in Business Management. Students may also choose to take classes for career advancement goals or to enhance current skills.*
* 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 136, 213, 263, 275, 290, 295, BA 141, 159, 215, 217, 218, 219. Other electives may be taken but only 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. Currently the BMT degree will transfer in its entirety to 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
General Business Management Certificate
A Certificate in General Business Management is awarded to students who complete the first year of the program with an accumulated grade point average of 2.0 or above.

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
These certificates focus on a specific skill within this program. A certificate is awarded to students who complete the following with a 2.0 grade point average or above:

Leadership and Community Service
9 credits of BMT 180.

Customer Service and Sales
BMT 100, 141, and 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 & 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, create problem-solving spreadsheet models in Microsoft Excel, and manage projects using Microsoft Project.

BMT 121 Management Information Systems (5)
Continuation of BMT 120. Strategic use of Internet technology and database management systems to create business advantage. Learn the system development process to create spreadsheet applications in Microsoft Excel, and relational database applications in Microsoft Access. Create simple Web pages. Prerequisite: BMT 120 or Department Chair approval.

BMT 135 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, basic payroll preparation, bank statement reconciliation, and adjusting and closing entries.

BMT 136 Practical Accounting II (5)
Continuation of BMT 135. Includes special journals, accounting cycle for merchandising businesses, notes receivable and payable, bad debts, merchandise inventory, and plant assets. Prerequisite: BMT 135.

BMT 140 Management Skills (5)
Develop skills necessary to become an effective manager including self-awareness and assessment, supportive communication, development of effective teams, 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 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 243  Applied Marketing  
(5)
Study of commercial functions involved in transferring goods from producer to consumer. Develop and present a marketing plan with support and research material. Emphasis on customer motivation, marketing management, products, pricing and distribution. Prerequisite: BMT 121.

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 135, 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. Utilize Microsoft Project software.

BMT 265  Business Law & 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, whistleblowing, 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  
(2-6)
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.