

Student Name: _____

SID: _____

 Courses may be subject to prerequisites and minimum grade requirements. Check online at www.bellevuecollege.edu/classes/all/

PROGRAM REQUIREMENTS			REQUESTED SUBSTITUTION/TRANSFER CREDIT (if applicable)					
Course	Course Title	Credits	College/University	Course	Credits	Grade	Quarter	Year
CORE COURSEWORK								
BTS 109	Business Communications	5						
BTS 144	Personal Information Manager	3						
BTS 147	Presentation Design and Delivery	3						
BTS 165	Business Spreadsheet Analysis and Design	5						
BTS 293	Business Technology Practicum	5						
BUS 120	Organizational Behavior	5						
BUS& 201	Business Law	5						
ENGL& 101	English Composition I	5						
Choose 5 Credits from the following		5						
ACCT 101	Practical Accounting I (5 Cr)							
ACCT& 201	Principles of Accounting I (5 Cr)							
ACCT 225	Analysis of Financial & Managerial Accounting (5 Cr)							
Choose 5 Credits from the following		5						
BUS 145	Business Mathematics (5 Cr)							
MATH xxx	Any college level math 100 or higher (5 Cr)							
Choose 5 Credits from the following		5						
BTS 110	Web Essentials for Communications (5 Cr)							
BTS 161	Business Software Essentials (5 Cr)							
DMA 221	Web Animation (5 Cr)							
PROG 109	Introduction to Web Development (5 Cr)							
BTS 186-189	Any one of these courses not used elsewhere (5 Cr)							
Choose 5 Credits from the following		5						
BTS 186	Publication Design Essentials (5 Cr)							
BTS 189	Webpage Authoring Essentials (5 Cr)							
BTS 187	Publication Design for Print (5 Cr)							
BTS 188	Digital Images for Desktop Publishing (5 Cr)							
Choose 5 Credits from the following		5						
BUS& 101	Introduction to Business (5 Cr)							
BSUST 101	Introduction to Sustainable Business (5 Cr)							
Choose 5 Credits from the following		5						
INTST 150	International Business (5 Cr)							
MKTG 154	Principles of Marketing (5 Cr)							
MKTG 200	International Marketing (5 Cr)							
MKTG 225	Customer Relations Management (5 Cr)							
MKTG 234	Advertising (5 Cr)							
MKTG 240	eMarketing (5 Cr)							
Choose 5-6 Credits from the following		5-6						
ASTR& 100	Survey of Astronomy (5 Cr)							
ASTR& 101	Introduction to Astronomy (6 Cr)							
CHEM 100	Chemical Explorations (6 Cr)							
CHEM& 110	Chemical Concepts w/Lab (6 Cr)							
GEOG 205	Weather, Climate, Vegetation, Soils (5 Cr)							
GEOL& 101	Introduction to Physical Geology (6 Cr)							
GEOL& 208	Geology of the Pacific NW (6 Cr)							
OCEA& 101	Introduction to Oceanography w/Lab (6 Cr)							
PSYC 202	Introduction to Physiological Psychology (5 Cr)							
CHOOSE ONE TRACK FROM THE FOLLOWING								
ADVANCED SOFTWARE SPECIALIST (20 CR)								
Choose 20 credits from the following		20						
BTS 168	Business Data Management Tools (5 Cr)							
BTS 171	Advanced Windows (5 Cr)							
BTS 210	Collaborative Workspaces (5 Cr)							
BTS 280	Project Planning, Tracking & Reporting (5 Cr)							
BTS 265	Advanced Spreadsheet Applications (5 Cr)							
BTS 268	Advanced Business Data Management Tools (5 Cr)							

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Associate in Arts (continued)*

CHOOSE ONE TRACK FROM THE FOLLOWING (continued)								
BOOKKEEPING (21 CR)								
ACCT 102	Practical Accounting II	5						
ACCT 135	Business Payroll Tax Accounting	5						
ACCT 172	Small Business Computerized Accounting	5						
ACCT 245	Accounting Information Systems	5						
BTS 146	10-Key	1						
DATABASE USER SPECIALIST (20 CR)								
BTS 168	Business Data Management Tools	5						
BTS 268	Advanced Business Data Management Tools	5						
DBA 130	Database Theory	5						
Choose 5 credits from the following		5						
DBA 232	Database Administration (5 Cr)							
IT 103	Networking Basics (5 Cr)							
PROG 110	Introduction to Programming (5 Cr)							
PROG 160	Systems Analysis and Design (5 Cr)							
PROG 175	Database Reporting (5 Cr)							
HUMAN RESOURCES ASSISTANT (20 CR)								
BTS 168	Business Data Management Tools	5						
BTS 280	Project Planning, Tracking, & Reporting	5						
BUS 221	Human Resources Management	5						
PROG 175	Database Reporting	5						
OFFICE MANAGEMENT (20 CR)								
BTS 210	Collaborative Workspaces	5						
BTS 280	Project Planning, Tracking & Reporting	5						
Choose 10 credits from the following		10						
BTS 163	Word Processing Applications (5 Cr)							
BTS 168	Business Data Management Tools (5 Cr)							
BTS 250	Administrative Office Management (5 Cr)							
BTS 265	Advanced Spreadsheet Analysis & Design (5 Cr)							
BTS 268	Advanced Business Data Management Tools (5 Cr)							
SUSTAINABLE BUSINESS BEST PRACTICES (19 CR)								
BSUST 101	Introduction to Sustainable Business Practices	5						
BSUST 110	Communication for Sustainable Business Practices	4						
BSUST 150	Introduction to Carbon Footprint	5						
BSUST 160	Sustainable Analysis	5						
WEB MARKETING (21 CR)								
BTS 145	Introduction to Web Technology	1						
BTS 189	Webpage Authoring Essentials	5						
BTS 289	Design & Deploy Ecommerce Website	5						
MKTG 240	eMarketing	5						
Choose 5 credits from the following		5						
BTS 168	Business Data Management Tools (5 Cr)							
BTS 186	Publication Design Essentials (5 Cr)							
BTS 187	Publication Design for Print (5 Cr)							
BTS 188	Digital Images for Desktop Publishing (5 Cr)							
BTS 280	Project Planning, Tracking and Reporting (5 Cr)							
BUS 230	Project Management (5 Cr)							
DMA 212	Vector Images (5 Cr)							
DMA 221	Web Animation (5 Cr)							
MKTG 225	Customer Relations Management (5 Cr)							
TOTAL		90-93						

Please complete this form prior to meeting with the Program Chair for signature. Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Chair: _____

Date: _____

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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 of 30 credits of the total must be completed at BC.

TRANSFER CREDITS

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

For an official review, submit a Petition for Exception to Degree or Certificate Requirements and an official transcript(s) in the prior institution(s) sealed envelope to the Program Chair.

Petition: [http://bellevuecollege.edu/services/Program chairs:](http://bellevuecollege.edu/services/Program%20chairs/)
www.bellevuecollege.edu/classes/all/

NON-TRADITIONAL CREDITS

BC awards non-traditional credit for prior learning. Credit may be awarded for work completed in private study, at non-accredited institutions, or for certificate/training. Credit is awarded through examination, evaluation of certification/training, or submission of portfolio or other form of assessment. To apply for the credits, students must be registered at the college for the quarter in which non-traditional credits are requested and have completed ten quarter credit hours at the college.

For more information, go to <http://bellevuecollege.edu/enrollment/academic/nontraditional/>

STAYING ON TRACK

Use Degree Audit to track your progress toward completion of this degree at <http://bellevuecollege.edu/degreeaudit/>

Please refer to <http://bellevuecollege.edu/programs/degrees/> for latest degree updates and further information.

GRADUATION APPLICATION

Students must apply for graduation. Submit your graduation application form two quarters prior to the expected graduation date and pay the application fee.

Application deadlines:

- Fall: June 1
- Winter: October 10
- Spring: December 10
- Summer: March 15

PROGRAM CONTACT INFORMATION

<http://bellevuecollege.edu/health/radon/> *Business Technology*