

Requirements 2011-2012

Courses may be subject to prerequisites and minimum grade requirements. Check online at bellevuecollege.edu/catalog/courses.

Course	Course Title	Credits
ACCT 101	Practical Accounting I	5
BTS 109	Business Communications	5
BTS 144	Personal Information Manager	3
BTS 147	Presentation Design and Delivery	3
BTS 165	Business Spreadsheet Analysis & Design	5
BTS 293	Business Technology Practicum	5
BUS 120	Organizational Behavior	5
BUS 145	Business Mathematics	5
BUS& 201	Business Law	5
ENGL& 101	English Composition I	5
Choose 5 credits from the following:		5
BTS 110	Web Essentials for Communications (5 Cr)	
BTS 161	Business Software Essentials (5 Cr)	
Choose 5 credits from the following:		5
BTS 186	Publication Design Essentials (5 Cr)	
BTS 189	Webpage Authoring Essentials (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)	
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)	
<u>CHOOSE AN EMPHASIS FROM THE FOLLOWING FOR 19-21 CREDITS:</u>		
OFFICE MANAGEMENT (20 Credits)		
BTS 210	Collaborative Workspaces	5
BTS 250	Administrative Office Management	5
BTS 280	Project Planning, Tracking, & Reporting	5
Choose 5 credits from the following:		5
BTS 163	Word Processing Applications (5 Cr)	
BTS 168	Business Data Management Tools (5 Cr)	
BTS 265	Advanced Spreadsheet Analysis and Design (5 Cr)	
BTS 268	Advanced Business Data Management Tools (5 Cr)	
ADVANCED SOFTWARE SPECIALIST (20 Credits)		
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)	
OR		
BTS 268	Advanced Business Data Management Tools (5 Cr)	

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Course	Course Title	Credits
WEB MARKETING (21 Credits)		
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 188	Digital Images for Desktop Publishing (5 Cr)	
MKTG 225	Client Relations Management (5 Cr)	
HUMAN RESOURCES ASSISTANT (20 Credits)		
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
BOOKKEEPING (21 Credits)		
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 Credits)		
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 & Design (5 Cr)	
SUSTAINABLE BUSINESS BEST PRACTICES (19 Credits)		
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 Business Analysis	5
GRAND TOTAL	90-93

Program Contact Info: <http://bellevuecollege.edu/programs/az/> **Business Technology Systems**

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

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

BC General Education requirements embedded in this degree are designed to address areas and specific requirements that ensure that students' learning experiences prepare them to build fulfilling and successful lives as individuals, workers, citizens, and life-long learners.

Student Name: _____

SID: _____

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TOTAL:		90-93						

Exceptions to degree or certificate requirements and graduation information: <http://bellevuecollege.edu/enrollment/graduation/>

Completed form must be submitted to the Evaluations/Graduation Office when applying for graduation.

Program Chair: _____ Date: _____