

Requirements 2008-2009

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

Course Number	Course Title	Credits
ACCT 101	Practical Accounting I	5
ACCT 172	Small Business Computerized Accounting	5
BTS 109	Business Communications	5
BTS 110	Electronic Communication	5
BTS 141	Presentation Applications: Beginning	1
BTS 142	Presentation Applications: Intermediate	1
BTS 143	Presentation Applications Advanced	1
BTS 144	Personal Information Management	3
BTS 161	Computer & Software Fundamentals	5
BTS 163	Word Processing Applications	5
BTS 165	Spreadsheet Applications	5
BTS 168	Database Applications	5
BTS 250	Office Administration	5
BUS 120▲	Organizational Behavior	5
BUS 145▲	Business Mathematics	5
CMST& 102▲	Introduction to Mass Media	5
ENGL& 101▲	English Composition I	5
Choose 5 credits from the following:		5
BTS 186	Beginning Desktop Publishing (5 Cr)	
BTS 187	Desktop Publishing (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& 105▲	Chemical Concepts (6 Cr)	
GEOG 205	Weather, Climate, Vegetation, Soils (5 Cr)	
GEOG 206	Landforms & Landform Processes (6 Cr)	
GEO& 101▲	Introduction to Physical Geology (6 Cr)	
GEO& 208▲	Geology of the Pacific Northwest (6 Cr)	
OCEA& 101▲	Introduction to Oceanography (6 Cr)	
PSYC 202▲	Introduction to Physiological Psychology (5 Cr)	
Choose 8-9 credits from the following:		8-9
BTS 104	Keyboarding Review & Speed Building (3 Cr)	
BTS 145	Internet Basics (1 Cr)	
BTS 146	10-Key (1 Cr)	
BTS 171	Operating System for Advanced Users (5 Cr)	
BTS 188	Digital Images for Desktop Publishing (5 Cr)	
BTS 265	Spreadsheet Applications Advanced (5 Cr)	
BTS 268	Database Applications Advanced (5 Cr)	
BTS 280	Project Management Applications (5 Cr)	
BTS 293	Teaching Technology (5 Cr)	
CMST 138▲	Media/Digital Law & Ethics (5 Cr)	
CMST& 230▲	Small Group Communication (5 Cr)	
ENGL& 235▲	Technical Writing (5 Cr)	
EXPR 191	Academic Internship Experience (V 1-5 Cr)	
INTST 150	International Business (5 Cr)	
MKTG 110	Client/Customer Relations (5 Cr)	
GRAND TOTAL		90

& - A common course identifier recognized among Washington State Community and Technical Colleges.

▲ - Course number and/or title change begins Summer 2008. Courses with previous number/title are still applicable.

For more information visit: www.bellevuecollege.edu/ccn.

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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. *Date Updated: 2/28/08*

BCC 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.

COMPLETION WORKSHEET 2008-2009

Student Name: _____

SID: _____

Program Requirements Courses may be subject to minimum grade requirements and prerequisites			Approved Substitution/Transfer Credit						
Course	Course Title	Cr	School	Course	Cr	QTR	YR	Grade	Gen Ed Met Yes/No
ACCT 101	Practical Accounting I	5							
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BTS 168	Database Applications	5							
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INTST 150	International Business (5 Cr)								
MKTG 110	Client/Customer Relations (5 Cr)								
TOTAL:		90							

**All coursework applied to this degree must be approved by program chair.
Completed form must be submitted to the Evaluations Office when applying for graduation.**

Student Signature: _____ Program Chair Signature: _____ Date: _____

Credit Evaluation and Graduation
<ul style="list-style-type: none"> ○ Official transcript from prior institution(s) must be submitted to the Evaluations Office in the school's sealed envelope when applying for graduation. ○ Degree course substitutions or transferred-in credits must be indicated on the degree advising/completion worksheet by the Program Chair. ○ Students must submit an application for graduation two quarters prior to the expected date of graduation and pay the processing fee:

Application deadlines: Fall Quarter—June 1 Winter Quarter—October 10 Spring Quarter—December 10 Summer Quarter—March 15