



Requirements 2008-2009

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

ACCT 1011	Course Number	er Course Title	Credits
ACCT 172 Small Business Computerized Accounting			
BTS 109 Business Communications 5 BTS 141 Electronic Communication 5 BTS 141 Presentation Applications: Beginning 1 BTS 142 Presentation Applications: Intermediate 1 BTS 143 Presentation Applications Intermediate 1 BTS 144 Personal Information Management 3 BTS 161 Computer & Software Fundamentals 5 BTS 163 Word Processing Applications 5 BTS 163 Word Processing Applications 5 BTS 165 Spreadsheet Applications 5 BTS 168 Database Applications 5 BTS 168 Database Applications 5 BTS 200 Office Administration 5 BTS 200 Office Administration 5 BUS 120		Small Rusiness Computerized Accounting	5
BTS 110 Electronic Communication		Rusiness Computerized Accounting	5
BTS 141 Presentation Applications: Beginning. 1 BTS 143 Presentation Applications: Intermediate		Electronic Communication	5
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		Proportation Applications: Posigning	
BTS 144 Personal Information Advanced	-	Presentation Applications, Intermediate	
BTS 144 Personal Information Management	-	Presentation Applications: Intermediate	!
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 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) HIT oduction to Astronomy (6 Cr) CHEM 100 ▲ Chemical Explorations (6 Cr) CHEM 101 ▲ Introduction to Astronomy (6 Cr) CHEM 102 ▲ Geology of the Pacific Northwest (6 Cr) GEOG 206 Landforms & Landform Processes (6 Cr) GEOL& 208 ▲ Geology of the Pacific Northwest (6 Cr) GEOL& 208 ▲ Geology of the Pacific Northwest (6 Cr) CHOSE 8-9 credits from the following: 8-9 BTS 145 Introduction to Oevanography (6 Cr) BTS 147 Operating System for Advanced Users (5 Cr) BTS 148 Digital Images for Desktop Publishing (5 Cr) BTS 149 Keyboarding Review & Speed Building (3 Cr) BTS 145 Intermet Basics (1 Cr) BTS 146 10-Key (1 Cr) BTS 171 Operating System for Advanced Users (5 Cr) BTS 268 Database Applications Advanced (5 Cr) BTS 280 Project Management Applications (6 Cr) BTS 280 Treaching Technology (5 Cr) CMST 293 Freadsheet Applications Advanced (5 Cr) BTS 280 Spreadsheet Applications Advanced (5 Cr) BTS 280 Treaching Technology (5 Cr) CMST 293 Small Group Communication (5 Cr) BTS 280 Treaching Technology (5 Cr) ENGL& 235 A Technical Writing (5 Cr) International Business (5 C		Presentation Applications Advanced	1
BTS 163 Word Processing Applications 5 BTS 165 Spreadsheet Applications 5 BTS 168 Database Applications 5 BTS 250 Office Administration 5 BUS 120	-	Personal Information Management	3
BTS 165		Computer & Software Fundamentals	5
BTS 168 BTS 250 Office Administration		Word Processing Applications	5
BTS 250		Spreadsheet Applications	5
BUS 120 ▲ Drganizational 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& 105 ▲ Chemical Explorations (6 Cr) GEOG 205 Weather, Climate, Vegetation, Soils (5 Cr) GEOG 205 Weather, Climate, Vegetation, Soils (5 Cr) GEOL& 208 ▲ Geology of the Pacific Northwest (6 Cr) GEOL& 208 ▲ Geology of the Pacific Northwest (6 Cr) OCEA& 101 ▲ Introduction to Physical Geology (6 Cr) GEOL& 208 ▲ Geology of the Pacific Northwest (6 Cr) DSYC 202 ▲ Introduction to Oceanography (6 Cr) BTS 145 Intermet Basics (1 Cr) BTS 146 (10-Key (1 Cr) BTS 147 Operating System for Advanced Users (5 Cr) BTS 188 Digital Images for Desktop Publishing (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) ENGL& 235 ▲ Teaching Technology (5 Cr) ENGL& 235 ▲ Teaching Technology (5 Cr) ENGL& 235 ▲ Teaching Technology (5 Cr) ENGL& 235 ▲ Teaching Technology (5 Cr) ENGL& 235 ▲ Teaching		Database Applications	5
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CMST& 102 ▲ Introduction to Mass Media	BUS 145 ▲	Business Mathematics	5
English Composition I	CMST& 102 ▲	Introduction to Mass Media	5
BTS 186 BTS 187 Desktop Publishing (5 Cr) Choose 5-6 credits from the following: 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 GEOG 206 Landforms & Landform Processes (6 Cr) GEOL& 101 ▲ Introduction to Physical Geology (6 Cr) GEOL& 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: BTS 145 Internet Basics (1 Cr) BTS 145 Internet Basics (1 Cr) BTS 146 I0-Key (1 Cr) BTS 188 Digital Images for Desktop Publishing (5 Cr) BTS 265 Spreadsheet Applications Advanced (5 Cr) BTS 280 Project Management Applications (5 Cr) BTS 293 CMST 138 ▲ Media/Digital Law & Ethics (5 Cr) ENGL& 235 ▲ Technical Writing (5 Cr) ENGL& 235 ▲ Technical Writing (5 Cr) INTST 150 International Business (5 Cr) INTST 150 International Business (5 Cr) CIAND TOTAL	ENGL& 101 ▲	English Composition I	5
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ASTR& 100 A Survey of Astronomy (5 Cr) ASTR& 101 A Introduction to Astronomy (6 Cr) CHEM 100 A Chemical Explorations (6 Cr) CHEM& 105 A Chemical Concepts (6 Cr) GEOG 205			
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ASTR& 101 Introduction to Astronomy (6 Cr) CHEM 100 Chemical Explorations (6 Cr) CHEM& 105 Chemical Explorations (6 Cr) GEOG 205 Chemical Concepts (6 Cr) GEOG 206 Landforms & Landform Processes (6 Cr) GEOL& 101 Geology of the Pacific Northwest (6 Cr) GEOL& 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: 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 280 Project Management Applications (5 Cr) BTS 293 Teaching Technology (5 Cr) CMST& 230 Small Group Communication (5 Cr) ENGL& 235 Technical Writing (5 Cr) EXPRL 191 Academic Internship Experience (V 1-5 Cr) INTST 150 International Business (5 Cr) CRAND TOTAL Introduction to Astronomy (6 Cr) CRAND TOTAL Introduction to Astronomy (6 Cr) CRAND TOTAL Introduction to Astronomy (6 Cr) Chemical Explorations (6 Cr) Replace 205 Chemical Explorations (6 Cr) Academic Internship Experience (V 1-5 Cr) Introduction to Astronomy (6 Cr) CRAND TOTAL Introduction to Astronomy (6 Cr) Chemical Explorations (6 Cr) Chemical Explorations (6 Cr) Chemical Explorations (7 Cr) Chemical Explorations (7 Cr) Chemical Explorations (7 Cr) Chemical Explorations (6 Cr) Chemical Explorations (7 Cr) Chemical Explorations (7 Cr) Chemical Explorations (7 Cr) Chemical Explorations (6 Cr) Chemical Explorations (7 Cr) Chemical Explorations (6 Cr) Chemical Explorations (7 Cr) Chemical Explorations (7 Cr) Chemical Explorations (6 Cr) Chemical Explorations (6 Cr) Chemical Explorations (6 Cr) Chemical Explorations (7 Cr) Chemical Explorations (6 Cr) Chemical Explorations (6 Cr) Chemical Explorations (7 Cr) Chemical Explorations (6 Cr) Chemical Explorations (7 Cr) Chemical Explorations (6 Cr) Chemical Explor	ASTR& 100 ▲	Survey of Astronomy (5 Cr)	
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OCEA& 101 ▲ Introduction to Oceanography (6 Cr) PSYC 202 ▲ Introduction to Physiological Psychology (5 Cr) Choose 8-9 credits from the following: 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) EXPRL 191 Academic Internship Experience (V 1-5 Cr) INTST 150 International Business (5 Cr) CRAND TOTAL			
Choose 8-9 credits from the following: 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) ENGL& 235 ▲ Technical Writing (5 Cr) EXPRL 191 Academic Internship Experience (V 1-5 Cr) INTST 150 International Business (5 Cr) CRAND TOTAL			
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) EXPRL 191 Academic Internship Experience (V 1-5 Cr) INTST 150 International Business (5 Cr) CRAND TOTAL		Introduction to Physiological Psychology (5 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) EXPRL 191 Academic Internship Experience (V 1-5 Cr) INTST 150 International Business (5 Cr) CRAND TOTAL	Choose 8-9 cree	dits from the following:	8-9
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) EXPRL 191 Academic Internship Experience (V 1-5 Cr) INTST 150 International Business (5 Cr) CRAND TOTAL	BTS 104	Keyboarding Review & Speed Building (3 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 4230 Small Group Communication (5 Cr) ENGL& 235 Technical Writing (5 Cr) EXPRL 191 Academic Internship Experience (V 1-5 Cr) INTST 150 International Business (5 Cr) MKTG 110 CIEnt/Customer Relations (5 Cr)	BTS 145		
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) EXPRL 191 Academic Internship Experience (V 1-5 Cr) INTST 150 International Business (5 Cr) MKTG 110 Client/Customer Relations (5 Cr)	BTS 146	10-Key (1 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) EXPRL 191 Academic Internship Experience (V 1-5 Cr) INTST 150 International Business (5 Cr) MKTG 110 Client/Customer Relations (5 Cr)	BTS 171	Operating System for Advanced Users (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) EXPRL 191 Academic Internship Experience (V 1-5 Cr) INTST 150 International Business (5 Cr) MKTG 110 Client/Customer Relations (5 Cr)	BTS 188	Digital Images for Desktop Publishing (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) EXPRL 191 Academic Internship Experience (V 1-5 Cr) INTST 150 International Business (5 Cr) MKTG 110 Client/Customer Relations (5 Cr)	BTS 265		
BTS 293 CMST 138 ▲ CMST 230 ▲ CMST& 230 ▲ ENGL& 235 ▲ EXPRL 191 INTST 150 MKTG 110 CRAND TOTAL Teaching Technology (5 Cr) Media/Digital Law & Ethics (5 Cr) Small Group Communication (5 Cr) Technical Writing (5 Cr) Academic Internship Experience (V 1-5 Cr) International Business (5 Cr) CRAND TOTAL	BTS 268	Database Applications Advanced (5 Cr)	
BTS 293 CMST 138 ▲ CMST 230 ▲ CMST 230 ▲ CMST 230 ▲ ENGL 235 ▲ EXPRL 191 INTST 150 MKTG 110 CRAND TOTAL Teaching Technology (5 Cr) Media/Digital Law & Ethics (5 Cr) Small Group Communication (5 Cr) Technical Writing (5 Cr) Academic Internship Experience (V 1-5 Cr) International Business (5 Cr) Client/Customer Relations (5 Cr)	BTS 280	Project Management Applications (5 Cr)	
CMST& 230 ▲ Small Group Communication (5 Cr) ENGL& 235 ▲ Technical Writing (5 Cr) EXPRL 191 Academic Internship Experience (V 1-5 Cr) INTST 150 International Business (5 Cr) MKTG 110 Client/Customer Relations (5 Cr)	BTS 293		
ENGL& 235 Technical Writing (5 Cr) EXPRL 191 Academic Internship Experience (V 1-5 Cr) INTST 150 International Business (5 Cr) MKTG 110 Client/Customer Relations (5 Cr)			
EXPRL 191 Academic Internship Experience (V 1-5 Cr) INTST 150 International Business (5 Cr) MKTG 110 Client/Customer Relations (5 Cr)	CMST& 230 ▲	Small Group Communication (5 Cr)	
INTST 150 International Business (5 Cr) MKTG 110 Client/Customer Relations (5 Cr)			
MKTG 110 Client/Customer Relations (5 Cr)			
CRAND TOTAL			
GRAND TOTAL 90	MKTG 110	Client/Customer Relations (5 Cr)	
	GRAND TOTAL	·	90

[&]amp; - A common course identifier recognized among Washington State Community and Technical Colleges.

Program Chair: Marika Reinke <u>mreinke@bcc.ctc.edu</u> 425-564-5716

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Please refer to bellevuecollege.edu/programs/degrees/ for latest degree updates and further information. Date Updated: 2/28/08

^{▲ -} 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.



Office Manager

Associate in Arts Degree

COMPLETION WORKSHEET 2008-2009

Student Name:		SID:	
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Program Requirements		Approved Substitution/Transfer Credit							
Courses may be	e subject to minimum grade requirements and prerequisites	3	Approved Substit	ution/Transier Creu	ıı				
									Gen Ed
		_			_				Met
Course	Course Title	Cr	School	Course	Cr	QTR	YR	Grade	Yes/No
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 fr	om 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)								
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GEOG 206	Landforms & Landform Processes (6 Cr)								
GEOL& 101 ▲	Introduction to Physical Geology (6 Cr)								
GEOL& 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)								
EXPRL 191	Academic Internship Experience (V 1-5 Cr)								
INTST 150	International Business (5 Cr)								
MKTG 110	Client/Customer Relations (5 Cr)								
TOTAL	(0.01)	00							1

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

- o 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.
- o Students must submit an application for graduationtwo 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