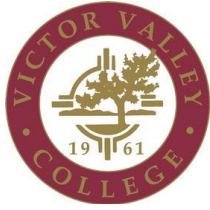


Business Education Technology, AS FULL TIME



CATALOG 2021-22

GE Pattern: [VVC.GE](#)
 Total Units: 60 Units
 Program Code: [BET.AS](#)

Potential Career Options

(click the link)

STUDENT SUCCESS TEAM SUPPORT

School Dean

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Faculty Advisor

Brian Quarles

EXPLANATION OF CATEGORIES

Req	Required Core	A course that is required for this degree
GE	General Education	A course that fulfills a specific general education requirement for this degree, which can be replaced with another course that meets the same requirement
RE	Restricted Elective	A course selected from a list of elective courses specified for this degree in the course list in the catalog, which can be replaced with another course from the same list
Elec	Elective	A degree-applicable course that is part of a degree roadmap to ensure that there is a total of at least 60 units, which is a requirement for an associate degree

Year 1, Semester 1

Total: 15.0

Category	Course	Title	GE Area	Unit
Req	BET 104	Beginning Word Processing/Typing for Windows ABC		3.0
Req	BET 142	Office Technologies & Procedures		3.0
GE	*ENGL 101.0	English Composition and Reading	IVA	4.0
GE	CMST 106	Interpersonal Communication	IVB	3.0
Elec	Any	Any course numbered 50 or above		2.0

*Fulfills VVC GE Category IVA and Information Competency requirement.

Year 1, Semester 2

Total: 15.0

Category	Course	Title	GE Area	Unit
Req	BET 136	Career Applications for Word Processing		3.0
RE	Any	Choose one: BET 68, 74, 122, 131, or 143		3.0
GE	#Any		IIA	3.0
GE	Any		V	3.0
GE	#Any		III	3.0

#Choose at least one course that also fulfills the Global Citizenship requirement.

Year 2, Semester 1

Total: 15.0

Category	Course	Title	GE Area	Unit
Req	BET 124	Records Management		3.0
RE	BET 112	Spreadsheet: Excel for Windows A/B/C		3.0
GE	Any		I	3.0
GE	Any	Any course numbered 50 or above.		6.0

Year 2, Semester 2

Total: 15.0

Category	Course	Title	GE Area	Unit
GE	Any		IIB	3.0
GE	Any	HLTH 102 or any APE, KIN, KIND (or TA courses cross-listed with KIND)course	Kin	1.0
Elec	Any	Any course(s) numbered 50 or above.		11.0

Not Quite Ready? Please see a counselor to create an education plan that is customized to meet your needs.