

BUSINESS EDUCATION TECHNOLOGY, AS

State Control Number: 049343

Program Code: BET.AS

Program Length: 24 months

Approved for Federal Financial Aid: Yes

This curriculum is designed to prepare students for employment in business/industry/government. Duties include office supervision, word processing, maintaining office records and accounts.

To earn this degree, complete the major coursework with "C" grades or better and all of the following graduation requirements:

- 60 minimum degree-applicable units (including a maximum 4 units of activity) and 12 degree-applicable units through VVC;
- the VVC General Education pattern (<https://catalog.vvc.edu/degrees-certificates/vvcge/#vvcge>);
- Information Competency; Global Citizenship; Kinesiology; and
- 2.0 minimum overall degree-applicable GPA.

Courses may be double-counted in the major and in a general education category. Courses counted in one AA/AS major may not be used in another AA/AS major.

Code	Title	Units
Required Courses		
BET 104	Beginning Word Processing/Typing For½windows Abc	3.0
BET 124	Records Management	3.0
BET 136	Career Applications for Word Processing	3.0
BET 142	Office Technologies & Procedures	3.0
Complete two courses from the following:		6.0
BET 68	Proofreading	
BET 74	Office Machine Calculations	
BET 112	Spreadsheet: Excel for Windows A/B/C	
BET 122	Intermediate Keyboard/Typing	
BET 131	Presentation Software: Powerpoint A/B/C	
BET 143	Business English	
Total Units		18