



Business Administration Program

Graduation Requirements for Degrees and Certificates

All Business Administration students should be aware of the requirements for a two-year AAS degree or a certificate (see back). Select the program that best meets your goal. As you complete the requirements for each course, place your grade in the appropriate space. You are responsible to maintain this worksheet during your studies at YVC and have it available at all conferences with your academic advisor. You may also run a Degree Audit at www.yvcc.edu under Online Services. A grade point average of 2.0 or above is required for all degrees and certificates. Please note that some courses are offered each quarter; some are offered less frequently, as indicated by the superscripts. Check the YVCC Catalog or the BA Program for information on individual courses. *Note: Students are advised to have strong word processing skills for success in the Business Administration classes.*

Associate of Applied Science Degrees (AAS)

AAS—ACCOUNTING		505
FIRST YEAR		
FALL QUARTER		
ACCT& 201	Principles of Accounting I	5 _____
BA 115	Business Math	5 _____
BUS& 101	Intro to Business	5 _____
WINTER QUARTER		
ACCT& 202	Principles of Accounting II	5 _____
BA 138	Written Business Communication	5 _____
BA 225	Career Management	5 _____
IT 100	Intro to Computers	3 _____
SPRING QUARTER		
ACCT& 203	Principles of Accounting III ^{W/S/SR}	5 _____
BA 137	Payroll/Tax Accounting ^S	5 _____
BT 140	Electronic Business Math Apps ^{F/S}	5 _____
IT 102	Windows	2 _____
SECOND YEAR		
FALL QUARTER		
BA 154	Computerized Accounting ^F	5 _____
ECON 101	Intro to Economics	5 _____
IT 111	Spreadsheets Introduction	2 _____
WINTER QUARTER		
BA 160	Supervision Techniques ^{W/SR}	5 _____
BA 260	Principles of Income Tax ^W	5 _____
IT 221	Spreadsheets Advanced ^{W/SR}	4 _____
SPRING QUARTER		
BA 180	Consumer Financial Planning ^{W/S}	5 _____
BUS& 201	Business Law	5 _____
Elective	_____	5 _____
TOTAL CREDITS		91

AAS—BUSINESS MANAGEMENT		502
FIRST YEAR		
FALL QUARTER		
ACCT& 201	Principles of Accounting I	5 _____
BA 115	Business Math	5 _____
BUS& 101	Intro to Business	5 _____
WINTER QUARTER		
ACCT& 202	Principles of Accounting II	5 _____
BA 138	Written Business Communication	5 _____
BA 160	Supervision Techniques ^{W/SR}	5 _____
IT 100	Intro to Computers	3 _____
SPRING QUARTER		
ACCT& 203	Principles of Accounting III ^{W/S/SR}	5 _____
BA 139	Technical Writing/Presentations ^S	5 _____
BA 225	Career Management	5 _____
SECOND YEAR		
FALL QUARTER		
BA 156	Marketing ^{F/S}	5 _____
BA 158	Principles of Management	5 _____
IT 111	Spreadsheets Introduction	2 _____
WINTER QUARTER		
BA 205	Small Business Management ^W	5 _____
ECON 101	Intro to Economics	5 _____
Elective	_____	5 _____
SPRING QUARTER		
BUS& 201	Business Law	5 _____
Elective	_____	5 _____
Elective	_____	5 _____
TOTAL CREDITS		90

Approved ELECTIVES for AAS Degrees: Any BA, BUS&, IT courses, BT 101, BT 140, CMST 103, CMST 280, CMST& 101, CMST& 102, CMST& 210, CMST&220.

AAS-T BUSINESS ADMINISTRATION Degree (Code 502P) is a two-year Associate in Business Degree designed to lead to the Bachelor's of Applied Science in Business Management Degree (BASM) at Yakima Valley College. If the BASM Degree is your goal, talk with your academic advisor about majoring in the AAS-T Business Administration.

Go to www.yvcc.edu/business

Effective Fall Quarter 2016

Revised April 2017

Legend: (Superscripts)

F = Fall Qtr. W = Winter Qtr.

S = Spring Qtr. SR = Summer

AAS—BUSINESS MANAGEMENT		245B
MARKETING SPECIALITY		
Required Core Classes 75 credits plus 15 elective credits:		
BA 159	Sales Management ^S	5 _____
BA 170	Introduction to Advertising ^S	5 _____
BA 259	E-Commerce ^F	5 _____
TOTAL CREDITS		90

AAS-BUSINESS MANAGEMENT		254
ENTREPRENEURSHIP SPECIALITY		
Required Core Classes 75 credits plus 15 elective credits:		
BA 105	Entrepreneurship ^O	5 _____
BA 259	E-Commerce ^F	5 _____
BA 137	Payroll/Tax Accounting ^S	5 _____
TOTAL CREDITS		90

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Certificates

ACCOUNTING CERTIFICATE		505C
ACCT& 201	Principles of Accounting I	5 _____
ACCT& 202	Principles of Accounting II	5 _____
ACCT& 203	Principles of Accounting III ^{W/S/SR}	5 _____
BA 115	Business Math	5 _____
BA 137	Payroll/Tax Accounting ^S	5 _____
BA 138	Written Business Communication	5 _____
BA 225	Career Management	5 _____
BUS& 201	Business Law	5 _____
BA 260	Principles of Income Tax ^W	5 _____
BT 140	Electronic Business Math Apps ^{F/S}	5 _____
ECON 101	Intro to Economics	5 _____
IT 100	Intro to Computers	3 _____
IT 102	Windows	2 _____
IT 111	Spreadsheets Introduction	2 _____
TOTAL CREDITS		62

MANAGEMENT CERTIFICATE		502A
BA 115	Business Math	5 _____
BA 138	Written Business Communication	5 _____
BA 158	Principles of Management	5 _____
BA 160	Supervision Techniques ^{W/SR}	5 _____
BA 205	Small Business Management ^W	5 _____
BA 225	Career Management	5 _____
BUS& 201	Business Law	5 _____
IT 100	Intro to Computers	3 _____
IT 102	Windows	2 _____
IT 111	Spreadsheets Introduction	2 _____
IT 221	Spreadsheets Advanced ^{W/SR}	4 _____
TOTAL CREDITS		46

ACCOUNTING CLERK CERTIFICATE		505D
ACCT& 201	Principles of Accounting I	5 _____
BA 115	Business Math	5 _____
BT 140	Electronic Business Math Apps ^{F/S}	5 _____
IT 100	Intro to Computers	3 _____
TOTAL CREDITS		18

MARKETING CERTIFICATE		245C
BA 115	Business Math	5 _____
BA 138	Written Business Communication	5 _____
BA 156	Marketing ^{F/S}	5 _____
BA 159	Sales Management ^S	5 _____
BA 160	Supervision Techniques ^{W/SR}	5 _____
BA 170	Introduction to Advertising ^S	5 _____
BA 225	Career Management	5 _____
BA 259	E-Commerce ^F	5 _____
IT 100	Intro to Computers	3 _____
IT 102	Windows	2 _____
IT 120	PowerPoint	2 _____
TOTAL CREDITS		47

RETAIL MANAGEMENT CERTIFICATE		298
ACCT 235 *	Survey of Accounting ^W	5 _____
BA 138	Written Business Communication	5 _____
BA 156	Marketing ^{F/S}	5 _____
BA 157	Retail Management ^S	5 _____
BA 158	Principles of Management	5 _____
BA 161	Human Resource Management ^W	5 _____
BA 220	Human Relations in Workplace ^{W/S}	2 _____
IT 100	Intro to Computers	3 _____
TOTAL CREDITS		35

* ACCT& 201 and BA 115 can be substituted for ACCT 235.

WINE SALES CERTIFICATE		F121
AG 120	Introduction to WA Wines	2 _____
AGSCI 112	Essentials of Winemaking ^S	3 _____
AGSCI 131	Washington Terroir ^W	3 _____
BA 156	Marketing ^{F/S}	5 _____
BA 275	Wine Marketing ^W	5 _____
TOTAL CREDITS		18

For information on additional Business Administration certificates:
Go to www.yvcc.edu/business

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The contents and/or printing of this publication were developed with funds from the Carl D. Perkins Act.