



**BUSINESS TECHNOLOGY PROGRAM
BT ADMINISTRATIVE ASSISTANT
ASSOCIATE OF APPLIED SCIENCE**

F547

Revised 10 /16

NAME: _____

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**BT ADMINISTRATIVE OFFICE ASSISTANT
ASSOCIATE OF APPLIED SCIENCE**

Course Number	Title	Credits	Grades	Course Number	Title	Credits	Grades
BT 100	Introduction to Business Technology	2	_____	ACCT& 201	Principles of Accounting I	5	_____
BT 102	Intermediate Keyboarding ▲ ❖	5	_____	BA 138	Written Business Communications ●	5	_____
BT 130	Basic Business Essentials	5	_____	BA 158	Principles of Management	5	_____
BT 131	Office Reference Procedures I	5	_____	IT 102	Windows	2	_____
BT 132	Office Reference Procedures II	5	_____	IT 111	Spreadsheets Introduction	2	_____
BT 140	Electronic Business Math Apps ★	5	_____	IT 115	Database Introduction	2	_____
BT 170	Integrated Business Application I	5	_____	IT 120	PowerPoint	2	_____
BT 260	Word Processing	5	_____	IT 221	Advanced Spreadsheets	4	_____
BT 270	Integrated Business Applications II	5	_____	IT 222	Outlook	2	_____
BT 272	Office Procedures	5	_____	Approved Electives		5	_____
BT 273	Transcription & Document Processing	5	_____			45 wpm	_____
BT 274	Office Dynamics	5	_____				_____
BT 290-293	Advanced Co-op Field Experience	2	_____				_____
TOTAL DEGREE CREDITS 93							

Notes: Degrees and certificates are awarded upon completion of required courses with a minimum GPA of 2.0 or higher.

Prerequisites:

- ▲ BT 101 Beginning Keyboarding is a prerequisite for BT 102; students must either take the prerequisite or be able to demonstrate a proficient keyboarding/formatting skill upon entering BT 102.
- ★ BA 075 Pre-Business Math with a C (2.0) or better or equivalent YVC placement.
- YVC placement into ENGL 095 or higher.

❖ BT 103 is required for students who do not meet the keyboarding competency (45 wpm/5 min/4 or fewer errors) in BT 102. Students may take the class twice. If the competency is still not met after taking the class twice, students will be eligible for a Certificate in General Office instead of the Associate of Applied Science Degree.

PLANNING GUIDE							
Fall		Winter		Spring		Summer	

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