



**Student Name** \_\_\_\_\_

**Student ID#** \_\_\_\_\_

Required Classes		Grade
BT 100	Introduction to Business Technology	2 _____
BT 102*	Intermediate Keyboarding*	5 _____
BT 130	Basic Business Essentials	5 _____
BT 131	Office Reference Procedures I	5 _____
BT 132	Office Reference Procedures II	5 _____
BT 140**	Electronic Business Math Apps.	5 _____
BT 260	Word Processing	5 _____
BT 272	Office Procedures	5 _____

Required Classes		Grade
BT 273	Transcription & Document Processing	5 _____
BT 274	Office Dynamics	5 _____
ACCT& 201	Principles of Accounting I	5 _____
BA 138	Written Business Communications	5 _____
IT 102	Windows	2 _____
IT 111	Spreadsheets Introduction	2 _____
IT 115	Database Introduction	2 _____
IT 120	PowerPoint	2 _____

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

\* 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 is a prerequisite for BT 140.

❖ BT 103 is required for students who do not meet the keyboarding competency (40 wpm/5 min./4 or few 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**

**YEAR ONE**

FALL	Credit	WINTER	Credit	SPRING	Credit	SUMMER	Credit

**YEAR TWO**

FALL	Credit	WINTER	Credit	SPRING	Credit	SUMMER	Credit

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