



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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