



**GRADUATE APPLICATION**  
Associate of Applied Science Business Technology Administrative Office Assistant #547 – 93 credits  
(Revised 7/30/19)

- Step 1. Meet with your academic advisor for initial review and signature.  
 Step 2. **Submit within 30 days of Advisor signature** and with **\$10 application fee** to cashier's office for an unlimited number of applications during the academic year.  
 Step 3. Make a copy for your records.  
 Step 4. Expect an email verification that your listed plan meets official graduation requirements.

**STUDENT INFORMATION**

SELECT THE QUARTER YOU PLAN TO COMPLETE THIS CERTIFICATE:  Summer  Fall  Winter  Spring of Year \_\_\_\_\_  
 NAME AS YOU WISH IT TO APPEAR ON YOUR CERTIFICATE - Last name must match your records: \_\_\_\_\_ STUDENT ID # \_\_\_\_\_

MAILING ADDRESS (Address, City, State, Zip): \_\_\_\_\_

REQUESTING HIGH SCHOOL DIPLOMA:  Yes  No PHI THETA KAPPA MEMBER  Yes  No (For listing in Commencement only)

**INSTRUCTIONS:** If you are using transferred credits toward degree requirements, list course name, number, and credit amount as it appears on your evaluated transcript. Place an asterisk (\*) beside each transferred course. List colleges/universities below and a photocopy of each evaluated transcript must be attached.

COLLEGE/UNIVERSITY NAME	COLLEGE/UNIVERSITY NAME	COLLEGE/UNIVERSITY NAME

On the following list indicate the courses you have already completed by writing in the grade received. For courses you are currently enrolled in and the courses you anticipate enrolling in write in the abbreviation for the quarter, ie, F, W, Sp, Su in the quarter column. If you have permission to substitute a course, write in the new class number beside the one listed. Your advisor must initial the changes. Students must earn a cumulative 2.00 GPA to obtain a degree.

**REQUIRED COURSES FOR BUSINESS TECHNOLOGY ADMINISTRATIVE OFFICE ASSISTANT**

COURSE	CREDIT	GRADE	QTR	COURSE	CREDIT	GRADE	QTR
ACCT& 201	5			BT 260	5		
BA 138	5			BT 270	5		
BA 158	5			BT 272	5		
BT 100	2			BT 274	5		
BT 102	5			IT 102	2		
BT 130	5			IT 111	2		
BT 131	5			IT 115	2		
BT 132	5			IT 120	2		
BT 140	5			IT 221	4		
BT 170	5			IT 222	2		

**DEGREE TOTAL CREDITS 93**

**EARNED CREDITS** \_\_\_\_\_

**PROJECTED CREDITS** \_\_\_\_\_

**TOTAL CREDITS** \_\_\_\_\_

**40 WPM Competency**

**ADDITIONAL COURSES FOR BT ADMINISTRATIVE OFFICE ASSISTANT**

Choose 1 of the following:

COURSE	CREDIT	GRADE	QTR	COURSE	CREDIT	GRADE	QTR
BT 273	5			BA 154	5		

**ADDITIONAL COURSES FOR BT ADMINISTRATIVE OFFICE ASSISTANT**

Choose 2 credits from the following: BT 290, 291, 292, 293.

COURSE	CREDIT	GRADE	QTR	COURSE	CREDIT	GRADE	QTR

**ELECTIVE COURSES FOR BT ADMINISTRATIVE OFFICE ASSISTANT**

Choose 5 credits of electives.

COURSE	CREDIT	GRADE	QTR	COURSE	CREDIT	GRADE	QTR

**You must inform the Registration office and Academic Advisor of all changes you make in your projected schedule. Not following this plan may delay your graduation.**

**ADVISOR AND STUDENT SIGNATURES**

Printed Advisor Name	Date
Advisor Signature (Initial Review Completed) <b>X</b>	Date
Student Signature <b>X</b>	Date

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**DO NOT WRITE IN THIS SECTION - FOR OFFICE USE ONLY**

REQUESTING HIGH SCHOOL DIPLOMA \_\_\_\_\_ HIGH SCHOOL DIPLOMA POSTED \_\_\_\_\_ HIGH SCHOOL DIPLOMA MAILED \_\_\_\_\_  
 SM5001 \_\_\_\_\_ SM6015 \_\_\_\_\_ FINAL GPA \_\_\_\_\_ SM6009 (POSTED TO TRANSCRIPT) \_\_\_\_\_