



Student Name _____ **Student ID#** _____

Required Classes	Grade	Required Classes	Grade BT
BT 100 Introduction to Business Technology	2 _____	290-293 Advanced Coop Field Experience	2 _____
BT 102* Intermediate Keyboarding*	5 _____	ACCT& 201 Principles of Accounting I	5 _____
BT 130 Basic Business Essentials	5 _____	BA 138 Written Business Communications	5 _____
BT 131 Office Reference Procedures I	5 _____	BA 158 Principles of Management	5 _____
BT 132 Office Reference Procedures II	5 _____	or	
BT 140** Electronic Business Math Apps.	5 _____	READ 105 Critical Reading	5 _____
BT 170 Integrated Business Applications I	5 _____	IT 102 Windows	2 _____
BT 260 Word Processing	5 _____	IT 111 Spreadsheets Introduction	2 _____
BT 270 Integrated Business Applications II	5 _____	IT 115 Database Introduction	2 _____
BT 272 Office Procedures	5 _____	IT 120 PowerPoint	2 _____
BT 273 Transcription & Document Processing	5 _____	IT 221 Spreadsheets Advanced	4 _____
or		IT 222 Outlook	2 _____
BA 154 Computerized Accounting	5 _____	Elective _____	5 _____
BT 274 Office Dynamics	5 _____	40 wpm	<input type="checkbox"/>

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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