



Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Required Classes			Grade	Required Classes			Grade
BT 100	Introduction to Business Technology	2	_____	BA 158	Principles of Management	5	_____
BT 102*	Intermediate Keyboarding*	5	_____		or		
BT 130	Basic Business Essentials	5	_____	READ 105	Critical Reading	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 Applications I	5	_____	IT 120	PowerPoint	2	_____
BT 260	Word Processing	5	_____	IT 222	Outlook	2	_____
BT 270	Integrated Business Applications II	5	_____	Native Spanish Speakers			
BT 272	Office Procedures	5	_____	SPAN 231	2 <sup>nd</sup> Year Spanish-Professional Speaking	5	_____
BT 273	Transcription & Document Processing	5	_____	SPAN 232	2 <sup>nd</sup> Year Spanish-Academic Writing	5	_____
	or			SPAN 233	2 <sup>nd</sup> Year Spanish-Academic Reading	5	_____
BA 154	Computerized Accounting	5	_____	Native English Speakers ***			
BT 274	Office Dynamics	5	_____	SPAN 201	Spanish I – Second Year	5	_____
BT 290-293	Advanced Coop Field Experience	2	_____	SPAN 202	Spanish II – Second Year	5	_____
ACCT& 201	Principles of Accounting I	5	_____	SPAN 203	Spanish III – Second Year	5	_____
BA 138	Written Business Communications	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.
- \*\*\* SPAN 201, 202, 203 are currently unavailable at YVC. At this time, these classes are available at Lower Columbia Community College. Check WAOL for current information.
- ❖ 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