



Student Name

Student ID#

Required Classes			Grade	Required Classes			Grade
BT 100	Introduction to Business Technology ^{F/Sp}	2		BA 158	Principles of Management	5	
BT 102 [*]	Intermediate Keyboarding	5		IT 102	Windows	2	
BT 130	Workplace Professionalism ^{F/W}	5		IT 111	Spreadsheets Introduction	2	
BT 131	Office Reference Procedures I ^{F/Sp}	5		IT 115	Database Introduction	2	
BT 132	Office Reference Procedures II ^{F/W}	5		IT 120	PowerPoint	2	
BT 140 ^{**}	Electronic Business Math Apps. ^{F/W}	5		IT 222	Outlook	2	
BT 170	Integrated Business Applications I	5		Native Spanish Speakers			
BT 260	Word Processing	5		SPAN 231	2 nd Year Spanish-Professional Speaking ^{Sp}	5	
BT 270	Integrated Business Applications II ^{W/Sp}	5		SPAN 232	2 nd Year Spanish-Academic Writing	5	
BT 272	Office Procedures ^W	5		SPAN 233	2 nd Year Spanish-Academic Reading ^{F/W}	5	
BT 274	Office Dynamics ^{Sp}	5		Native English Speakers ^{****}			
BT 290-293	Advanced Coop Field Experience	2		SPAN 201	Spanish I – Second Year	5	
ACCT& 201	Principles of Accounting I	5		SPAN 202	Spanish II – Second Year	5	
BA 138	Written Business Communications	5		SPAN 203	Spanish III – Second Year	5	
BA 154 ^{***}	Computerized Accounting ^F	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. Some courses are offered each quarter; some are offered less frequently, as indicated by the superscripts. Check the YVC Catalog or the BT Program for information on individual courses.

- * 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.
- *** ACCT& 201 with a C (2.0) or better is a prerequisite for BA 154.
- **** 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.

PLANNING GUIDE

YEAR ONE

FALL	Credit	WINTER	Credit	SPRING	Credit	SUMMER	Credit

YEAR TWO

FALL	Credit	WINTER	Credit	SPRING	Credit	SUMMER	Credit