



Student Name		Grade
Required Classes		
BT 100	Introduction to Business Technology ^{F/Sp}	2
BT 102*	Intermediate Keyboarding	5
BT 130	Workplace Professionalism ^{F/W}	5
BT 131	Office Reference Procedures I ^{F/Sp}	5
BT 132	Office Reference Procedures II ^{F/W}	5
BT 140**	Electronic Business Math Apps. ^{F/W}	5
BT 260	Word Processing	5
BT 272	Office Procedures ^W	5

Student ID#		Grade
Required Classes		
BT 274	Office Dynamics ^{Sp}	5
ACCT& 201	Principles of Accounting I	5
BA 154***	Computerized Accounting ^F	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. 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 BT 154.

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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