



**Student Name** \_\_\_\_\_

**Student ID#** \_\_\_\_\_

Required Classes	Grade
ACCT& 201 Principles of Accounting I	5
ACCT& 202 Principles of Accounting II	5
ACCT& 203 Principles of Accounting III	5
BA 115 Business Math	5
BA 137 Payroll/Tax Accounting <sup>Sp</sup>	5
BA 138 Written Business Communication	5
BA 154 Computerized Accounting <sup>F</sup>	5
BA 161 Human Resources Management <sup>W/Sp</sup>	5
BA 180 Consumer Financial Planning	5
BA 225 Career Management	5

Required Classes	Grade
BA 260 Principles of Income Tax <sup>W</sup>	5
BA 270 Business Ethics	3
BT 140 Electronic Business Math Applications <sup>F/Sp</sup>	5
BUS& 101 Introduction to Business	5
BUS& 201 Business Law	5
ECON 101 Introduction to Economics	5
IT 221 Applied Spreadsheets <sup>W/Su</sup>	5
<i>Approved Electives (7 credits-see below)</i>	

**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 BA Program for information on individual courses.
- Students are advised to have strong word processing skills for success in the Business Administration classes.

Approved ELECTIVES for AAS Degrees: Any BA, IT courses, BT 101, BT 140, CMST 140, CMST 202, CMST 280, CMST& 101, CMST& 102, CMST& 210, CMST& 220, ECON& 201, ECON& 202, and ENGR 101.

**PLANNING GUIDE**

**YEAR ONE**

FALL	Credit	WINTER	Credit	SPRING	Credit	SUMMER	Credit

**YEAR TWO**

FALL	Credit	WINTER	Credit	SPRING	Credit	SUMMER	Credit