



**Student Name**

**Required Classes**

BT 100	Introduction to Business Technology <sup>F/Sp</sup>	2
BT 102*	Intermediate Keyboarding	5
BT 130	Workplace Professionalism <sup>F/W</sup>	5
BT 131	Office Reference Procedures I <sup>F/Sp</sup>	5
BT 132	Office Reference Procedures II <sup>F/W</sup>	5
BT 140**	Electronic Business Math Apps. <sup>F/Sp</sup>	5
BT 170	Integrated Business Applications I	5
BT 260	Word Processing	5
BT 270	Integrated Business Applications II <sup>W/Sp</sup>	5
BT 272	Office Procedures <sup>W</sup>	5
BT 274	Office Dynamics <sup>Sp</sup>	5
BT 290-293	Advanced Coop Field Experience	2

**Grade**

**Student ID#**

**Required Classes**

ACCT& 201	Principles of Accounting I	5
BA 138	Written Business Communications	5
BA 154***	Computerized Accounting <sup>F</sup>	5
BA 158	Principles of Management	5
IT 102	Windows	2
IT 111	Spreadsheets Introduction	2
IT 115	Database Introduction	2
IT 120	PowerPoint	2
IT 221	Spreadsheets Advanced <sup>W/Su</sup>	4
IT 222	Outlook	2
Elective		5
	40 wpm	

**Grade**

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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