



Student Name

Required Classes		Grade
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 170	Integrated Business Applications I	5
BT 250	Legal Office Technology ^W	5
BT 251	Legal Office Procedures ^{Sp}	5
BT 260	Word Processing	5
BT 270	Integrated Business Applications II ^{W/Sp}	5
BT 274	Office Dynamics ^{Sp}	5
BT 290-293	Advanced Coop Field Experience	2
ACCT& 201	Principles of Accounting I	5

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Required Classes		Grade
AH 119	Medical Terminology	5
BA 138	Written Business Communications	5
BA 154***	Computerized Accounting ^F	5
BUS& 201	Business Law	5
CJ& 110	Criminal Law ^{W/Sp}	5
	or	
CJ 111	Criminal Evidence ^{F/W}	5
IT 102	Windows	2
IT 111	Spreadsheets Introduction	2
IT 115	Database Introduction	2
IT 120	PowerPoint	2
IT 222	Outlook	2
	40 wpm	



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