



YAKIMA VALLEY COLLEGE
BUSINESS TECHNOLOGY PROGRAM
BT BILINGUAL ADMINISTRATIVE OFFICE ASSISTANT
CERTIFICATE

F559D
 Revised 10/13/17

NAME: _____

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Course Number	Title	Credits	Grades	Course Number	Title	Credits	Grades
BT 100	Introduction to Business Technology	2	_____	IT 111	Spreadsheets Introduction	2	_____
BT 102	Intermediate Keyboarding ▲❖	5	_____	IT 115	Database Introduction	2	_____
BT 130	Basic Business Essentials	5	_____	IT 120	PowerPoint	2	_____
BT 131	Office Reference Procedures I	5	_____		Native Spanish Speakers		_____
BT 132	Office Reference Procedures II	5	_____	SPAN 231	2 nd -Year Spanish – Professional Speaking	5	_____
BT 140	Electronic Business Math Apps ★	5	_____	SPAN 232	2 nd -Year Spanish – Academic Writing	5	_____
BT 260	Word Processing	5	_____	SPAN 233	2 nd -Year Spanish – Academic Reading	5	_____
BT 272	Office Procedures	5	_____		Native English Speakers		_____
BT 274	Office Dynamics	5	_____	SPAN 201**	Spanish I Second Year	5	_____
BA 138	Written Business Communications*	5	_____	SPAN 202**	Spanish II Second Year	5	_____
IT 102	Windows	2	_____	SPAN 203**	Spanish III Second Year	5	_____
TOTAL DEGREE CREDITS 70							

Notes: Degrees and certificates are awarded upon completion of required courses with a minimum GPA of 2.0 or higher.

Prerequisites:

- ▲ 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.
- YVC placement into ENGL 095 or higher.

** These courses are currently unavailable at YVC. At this time, these classes are available online at Lower Columbia Community College. Check WAOL for current information.

PLANNING GUIDE							
Fall		Winter		Spring		Summer	