



**YAKIMA VALLEY COLLEGE**  
**BUSINESS TECHNOLOGY PROGRAM**  
**BT BILINGUAL MEDICAL OFFICE ASSISTANT**  
**ASSOCIATE OF APPLIED SCIENCE**

F565B  
 Revised 10/13/17

NAME: \_\_\_\_\_

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**BT BILINGUAL MEDICAL OFFICE ASSISTANT**  
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Course Number	Title	Credits	Grades	Course Number	Title	Credits	Grades
BT 100	Introduction to Business Technology	2	_____	AHBC 121	Health Care Reimbursement Issues	3	_____
BT 102	Intermediate Keyboarding ▲ ❖	5	_____	AHBC 133	ICD-10-CM Coding	3	_____
BT 130	Basic Business Essentials	5	_____	BA 138	Written Business Communications •	5	_____
BT 131	Office Reference Procedures I	5	_____	IT 102	Windows	2	_____
BT 132	Office Reference Procedures II	5	_____	IT 111	Spreadsheets Introduction	2	_____
BT 140	Electronic Business Math Apps ★	5	_____	IT 115	Database Introduction	2	_____
BT 170	Integrated Business Application I	5	_____	IT 120	PowerPoint	2	_____
BT 260	Word Processing	5	_____		Native Spanish Speakers		_____
BT 272	Office Procedures	5	_____	SPAN 231	2nd-Year Spanish - Professional Speaking	5	_____
BT 273	Transcription & Document Processing	5	_____	SPAN 232	2nd-Year Spanish - Academic Writing	5	_____
BT 274	Office Dynamics	5	_____	SPAN 233	2nd-Year Spanish - Academic Reading	5	_____
BT 290-293	Advanced Co-op Field Experience	2	_____		OR		_____
AH 110	Human Body in Health & Disease I	5	_____		Native English Speakers		_____
AH 119	Medical Terminology	5	_____	SPAN 201**	Spanish I Second Year	5	_____
AH 120	Human Body in Health & Disease II	5	_____	SPAN 202**	Spanish II Second Year	5	_____
AHBC 101	Introduction to Medical Coding	3	_____	SPAN 203**	Spanish III Second Year	5	_____
AHBC 102	Introduction to Medical Billing	2	_____		<b>45 wpm</b>		_____
				<b>TOTAL DEGREE CREDITS 108</b>			

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.

❖ BT 103 is required for students who do not meet the keyboarding competency (45 wpm/5 min/4 or fewer errors) in BT 102. Students may take the class twice. If the competency is still not met after taking the class twice, students will be eligible for a Certificate in General Office instead of the Associate of Applied Science Degree.

\*\* 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	


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The contents and/or printing of this publication were developed with funds from the Carl D. Perkins Act.