



**WORKSHEET**

Business Technology Legal Office Assistant  
 Associate of Applied Science – F577  
 99 Credits  
 Revised 8/28/19

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

| <b>Required Classes</b> |                                     | <b>Grade</b> |       | <b>Required Classes</b> |                                 | <b>Grade</b> |                          |
|-------------------------|-------------------------------------|--------------|-------|-------------------------|---------------------------------|--------------|--------------------------|
| BT 100                  | Introduction to Business Technology | 2            | _____ | BT 274                  | Office Dynamics                 | 5            | _____                    |
| BT 102*                 | Intermediate Keyboarding*           | 5            | _____ | BT 290-293              | Advanced Coop Field Experience  | 2            | _____                    |
| BT 130                  | Basic Business Essentials           | 5            | _____ | ACCT& 201               | Principles of Accounting I      | 5            | _____                    |
| BT 131                  | Office Reference Procedures I       | 5            | _____ | AH 119                  | Medical Terminology             | 5            | _____                    |
| BT 132                  | Office Reference Procedures II      | 5            | _____ | BA 138                  | Written Business Communications | 5            | _____                    |
| BT 140**                | Electronic Business Math Apps.      | 5            | _____ | BUS& 201                | Business Law                    | 5            | _____                    |
| BT 170                  | Integrated Business Applications I  | 5            | _____ | CJ& 110                 | Criminal Law                    | 5            | _____                    |
| BT 250                  | Legal Office Technology             | 5            | _____ |                         | or                              |              |                          |
| BT 251                  | Legal Office Procedures             | 5            | _____ | CJ 111                  | Criminal Evidence               | 5            | _____                    |
| BT 260                  | Word Processing                     | 5            | _____ | IT 102                  | Windows                         | 2            | _____                    |
| BT 270                  | Integrated Business Applications II | 5            | _____ | IT 111                  | Spreadsheets Introduction       | 2            | _____                    |
| BT 272                  | Office Procedures                   | 5            | _____ | IT 115                  | Database Introduction           | 2            | _____                    |
| BT 273                  | Transcription & Document Processing | 5            | _____ | IT 120                  | PowerPoint                      | 2            | _____                    |
|                         | or                                  |              |       | IT 222                  | Outlook                         | 2            | _____                    |
| BA 154                  | Computerized Accounting             | 5            | _____ |                         | 40 wpm                          |              | <input type="checkbox"/> |

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

- \* 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.
- ❖ BT 103 is required for students who do not meet the keyboarding competency (40 wpm/5 min./4 or few 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.

**PLANNING GUIDE**

**YEAR ONE**

| FALL | Credit | WINTER | Credit | SPRING | Credit | SUMMER | Credit |
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**YEAR TWO**

| FALL | Credit | WINTER | Credit | SPRING | Credit | SUMMER | Credit |
|------|--------|--------|--------|--------|--------|--------|--------|
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