



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

F577B

Revised 10/13/17

NAME: _____

Advisors: Susan Klaus
 Holly Cousens

574-4767
 574-6800 x3130

sklaus@yvcc.edu
 hcousens@yvcc.edu

BT BILINGUAL LEGAL OFFICE ASSISTANT
ASSOCIATE OF APPLIED SCIENCE

Course Number	Title	Credits	Grades	Course Number	Title	Credits	Grades
BT 100	Introduction to Business Technology	2	_____	AH 119	Medical Terminology	5	_____
BT 102	Intermediate Keyboarding ▲ ❖	5	_____	BA 138	Written Business Communications •	5	_____
BT 130	Basic Business Essentials	5	_____	IT 102	Windows	2	_____
BT 131	Office Reference Procedures I	5	_____	IT 111	Spreadsheets Introduction	2	_____
BT 132	Office Reference Procedures II	5	_____	IT 115	Database Introduction	2	_____
BT 140	Electronic Business Math Apps ★	5	_____	IT 120	PowerPoint	2	_____
BT 170	Integrated Business Application I	5	_____		Native Spanish Speakers		_____
BT 250	Legal Office Technology	5	_____	SPAN 231	2nd-Year Spanish - Professional Speaking	5	_____
BA 251	Legal Office Procedures	5	_____	SPAN 232	2nd-Year Spanish - Academic Writing	5	_____
BT 260	Word Processing	5	_____	SPAN 233	2nd-Year Spanish - Academic Reading	5	_____
BT 270	Integrated Business Application II	5	_____		OR		_____
BT 273	Transcription & Document Processing	5	_____		Native English Speakers		_____
BT 274	Office Dynamics	5	_____	SPAN 201**	Spanish I Second Year	5	_____
BT 290-293	Advanced Co-op Field Experience	2	_____	SPAN 202**	Spanish II Second Year	5	_____
ACCT& 201	Principles of Accounting I	5	_____	SPAN 203**	Spanish III Second Year	5	_____
BUS& 201	Business Law	5	_____		45 wpm		_____
TOTAL DEGREE CREDITS 107							

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	

Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.

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