



WORKSHEET

Business Technology Bilingual Legal Office Assistant
 Associate of Applied Science – F577B
 107 Credits
 Revised 8/28/19

Student Name _____ Student ID# _____

Required Classes			Grade	Required Classes			Grade
BT 100	Introduction to Business Technology	2	_____	BA 138	Written Business Communications	5	_____
BT 102*	Intermediate Keyboarding*	5	_____	BA 158	Principles of Management	5	_____
BT 130	Basic Business Essentials	5	_____		or		
BT 131	Office Reference Procedures I	5	_____	READ 105	Critical Reading	5	_____
BT 132	Office Reference Procedures II	5	_____	BUS& 201	Business Law	5	_____
BT 140**	Electronic Business Math Apps.	5	_____	IT 102	Windows	2	_____
BT 170	Integrated Business Applications I	5	_____	IT 111	Spreadsheets Introduction	2	_____
BT 250	Legal Office Technology	5	_____	IT 115	Database Introduction	2	_____
BT 251	Legal Office Procedures	5	_____	IT 120	PowerPoint	2	_____
BT 260	Word Processing	5	_____		Native Spanish Speakers		
BT 270	Integrated Business Applications II	5	_____	SPAN 231	2 nd Year Spanish-Professional Speaking	5	_____
BT 272	Office Procedures	5	_____	SPAN 232	2 nd Year Spanish-Academic Writing	5	_____
BT 273	Transcription & Document Processing	5	_____	SPAN 233	2 nd Year Spanish-Academic Reading	5	_____
	or				Native English Speakers ***		
BA 154	Computerized Accounting	5	_____	SPAN 201	Spanish I – Second Year	5	_____
BT 274	Office Dynamics	5	_____	SPAN 202	Spanish II – Second Year	5	_____
BT 290-293	Advanced Coop Field Experience	2	_____	SPAN 203	Spanish III – Second Year	5	_____
ACCT& 201	Principles of Accounting I	5	_____		40 wpm		<input type="checkbox"/>
AH 119	Medical Terminology	5	_____				

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.
- *** SPAN 201, 202, 203 are currently unavailable at YVC. At this time, these classes are available at Lower Columbia Community College. Check WAOL for current information.
- ❖ 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

YEAR TWO

FALL	Credit	WINTER	Credit	SPRING	Credit	SUMMER	Credit

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