



WORKSHEET

Business Technology Medical Office Assistant
 Associate of Applied Science – F565
 100 Credits
 Revised 8/28/19

Student Name _____ **Student ID#** _____

Required Classes			Grade	Required Classes			Grade
BT 100	Introduction to Business Technology	2	_____	AH 119	Medical Terminology	5	_____
BT 102*	Intermediate Keyboarding*	5	_____	AH 120	Human Body in Health & Disease II	5	_____
BT 130	Basic Business Essentials	5	_____	AHBC 101	Introduction to Medical Coding	3	_____
BT 131	Office Reference Procedures I	5	_____	AHBC 102	Introduction to Medical Billing	2	_____
BT 132	Office Reference Procedures II	5	_____	AHBC 121	Health Care Reimbursement Issues	3	_____
BT 140**	Electronic Business Math Apps.	5	_____	AHBC 133	ICD-10-CM Coding	3	_____
BT 170	Integrated Business Applications I	5	_____	BA 138	Written Business Communications	5	_____
BT 260	Word Processing	5	_____	IT 102	Windows	2	_____
BT 272	Office Procedures	5	_____	IT 111	Spreadsheets Introduction	2	_____
BT 273	Transcription & Document Processing	5	_____	IT 115	Database Introduction	2	_____
	or			IT 120	PowerPoint	2	_____
BA 154	Computerized Accounting	5	_____	IT 222	Outlook	2	_____
BT 274	Office Dynamics	5	_____		40 wpm		<input type="checkbox"/>
BT 290-293	Advanced Coop Field Experience	2	_____				
AH 110	Human Body in Health & Disease I	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.

❖ 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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