



WORKSHEET
Business Technology Bilingual Legal Office Assistant
Associate of Applied Science – 577B

112 Credits
 Revised 10/17/22

Student Name

Student ID#

Required Classes

		Grade
BT 100	Introduction to Business Technology ^{F/Sp}	2
BT 102*	Intermediate Keyboarding	5
BT 130	Workplace Professionalism ^{F/W}	5
BT 131	Office Reference Procedures I ^{F/Sp}	5
BT 132	Office Reference Procedures II ^{F/W}	5
BT 140**	Electronic Business Math Apps. ^{F/W}	5
BT 170	Integrated Business Applications I	5
BT 250	Legal Office Technology ^W	5
BT 251	Legal Office Procedures ^{Sp}	5
BT 260	Word Processing	5
BT 270	Integrated Business Applications II ^{W/Sp}	5
BT 274	Office Dynamics ^{Sp}	5
BT 290-293	Advanced Coop Field Experience	2
ACCT& 201	Principles of Accounting I	5
AH 119	Medical Terminology	5
BA 138	Written Business Communications	5

BA 154***	Computerized Accounting ^F	5
BUS& 201	Business Law	5
CJ& 110	Criminal Law ^{W/Sp}	5
	or	
CJ 111	Criminal Evidence ^{F/W}	5
IT 102	Windows	2
IT 111	Spreadsheets Introduction	2
IT 115	Database Introduction	2
IT 120	PowerPoint	2
	Native Spanish Speakers	
SPAN 231	2 nd Year Spanish-Professional Speaking ^{Sp}	5
SPAN 232	2 nd Year Spanish-Academic Writing	5
SPAN 233	2 nd Year Spanish-Academic Reading ^{F/W}	5
	Native English Speakers ****	
SPAN 201	Spanish I – Second Year	5
SPAN 202	Spanish II – Second Year	5
SPAN 203	Spanish III – Second Year	5

Required Classes

Grade

40 wpm



NOTES: Degree and certificates are awarded upon completion of required courses with a minimum GPA of 2.0 or higher. Some courses are offered each quarter; some are offered less frequently, as indicated by the superscripts. Check the YVC Catalog or the BT Program for information on individual courses.

* 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.

*** ACCT& 201 with a C (2.0) or better is a prerequisite for BT 154.

**** 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.

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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