



BUSINESS TECHNOLOGY LEGAL ADMINISTRATIVE ASSISTANT

Whatcom Tech Prep Career Map

Bellingham Technical College

Contact Admissions & Advising: 360-752-8345



3. Complete Your College Degree

**Associate of Applied Science Degree
Legal Administrative Assistant**
108 credits

2. Complete Your College Certificate

**Certificate
Legal Assistant**
65 credits



1. Start in High School

Qualifying Tech Prep High School Classes (2-37 credits)			
High school class name(s)	BTC class number	BTC class name	Credits
Accounting I & II	ACCT 141	Financial Accounting I	5
Computer Applications or Technology Connections; DigiTools	CAP 101	Introduction to Computers	5
Computer Applications Technology Connections; DigiTools	CAP 105	Computerized Touch Keyboarding	2
Computer Applications I & II	CAP 106	Formatting with MS Word	4
Computer Applications I & II	CAP 138	MS Word	5
Computer Applications I & II and advanced	CAP 142	MS Excel	5
Computer Applications I & II	CAP 148	PowerPoint	3
Personal Finance	BUS 150	Mathematics for Business	5
Business Math	BUS 100	Electronic Math Applications	3

For information about the Tech Prep Program at your high school click on www.whatcomtechprep.org or contact techprep@btc.ctc.edu

*See BTC website or catalog for specific requirements for each specialty program area and Bachelor Degree options at State Public and Private Colleges
<http://www.btc.ctc.edu/CourseDocs/indexCourseDocs.html>

