

| Required Courses for Program (Courses are listed alphabetically) | | Credits |
|--|--|-----------|
| BUS& 101 | Introduction to Business | 5 |
| BUS& 201 | Business Law | 5 |
| BUS 123 | Records Management | 3 |
| BUS 150 | Math for Business | 5 |
| BUS 171 | Technical Communications | 5 |
| BUS 188 | Business English | 5 |
| BUS 232 | Office Procedures | 5 |
| CAP 101 | Introduction to Computer Applications | 5 |
| CAP 105 | Computerized Touch Keyboarding | 2 |
| CAP 106 | Formatting with MS Word | 4 |
| CAP 107 | Computerized Keyboarding Skill building I | 3 |
| CAP 114 | MS Outlook | 2 |
| CAP 138 | MS Word | 5 |
| CAP 142 | MS Excel | 5 |
| CAP 143 | Adobe Acrobat & Electronic File Management | 5 |
| CMST& 210 | Interpersonal Communications | 5 |
| LGL 132 | Legal Terminology | 5 |
| LGL 211 | Legal Document Processing | 5 |
| LGL 225 | Field-Based Experience | 5 |
| Subtotal | | 84 |
| ELECTIVES/COOPERATIVE WORK EXPERIENCE | | Credits |
| ACCT, BUS, CAP, CIS, ECON, HRM, LGL, IT, MGMT | Legal Administrative Assistant students may choose elective credits from any 100 level or higher courses with the listed prefixes. | |
| HT 126, HT 275 | Students may also take HT 126 and HT 275 | |
| Subtotal | | 6 |
| Total | | 90 |

This document is designed to demonstrate available pathways from high school courses to college programs.

This Program of Study opens opportunities for you at [Bellingham Technical College](#) (BTC) and [Whatcom Community College](#). (WCC) Advisors are available year-round to talk about your college and career goals, and how CTE Dual Credit may help you reach those goals.

Courses highlighted in blue are courses offered for CTE Dual Credit through the Bellingham School District and may grant credit toward the Legal Administrative Assistant program at BTC. College pathways related to this career cluster for which other course articulations exist include:

Bellingham Technical College

- [Accounting Technician AAS/AAS-T](#)
- [Accounting Assistant Certificate](#)
- [Administrative Assistant AAS/AAS-T](#)
- [Business Management AAS/AAS-T](#)
- [Computer Application Specialist Certificate](#)
- [Computer Software Support AAS/AAS-T](#)
- [Data Entry Specialist Certificate](#)
- [Legal Administrative Assistant AAS/AAS-T](#)
- [Medical Coding & Billing Generalist Certificate](#)
- [Medical Receptionist Certificate](#)
- [Office Assistant Certificate](#)
- [Receptionist Certificate](#)

Whatcom Community College

- [Associates in Science - Accounting](#)
- [Associates in Science - Finance](#)
- [Accounting Certificate](#)
- [Office Administration Certificate](#)

Sample program requirements are effective 2019. For the most accurate information and to view additional CTE Dual Credit courses available to you, please visit our website: www.btc.edu/CTEDualCredit.

PROGRAM OF STUDY

Career Cluster: Business Management and Administration



Career Cluster Pathway: Administration, Business Information Management, Human Resources, Marketing

This Career Pathway Program of Study can serve as a guide along with other career planning materials as learners continue on a career path. Courses listed within this program are only recommended coursework and should be individualized to meet each learner's education and career goals. This Program of Study should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

| SAMPLE Occupations Relating to This Pathway | | |
|---|-----------------------------|------------------|
| Marketing | Administration | Human Resources |
| Business Information Management | Hotel/Restaurant Management | Sales Specialist |

| SECONDARY COURSES Articulation/Dual Credit Transcribed-Postsecondary courses may be taken/moved to the secondary level for articulation/dual credit purposes. These courses are not listed in sequence. | | |
|---|------------------------|-----------------------------------|
| Technical Literacy (0.5) | Marketing (0.5) | Marketing Adv. (0.5) |
| Financial Algebra (1.0) | Business Law (0.5) | Microsoft Office Specialist (0.5) |
| Accounting (0.5) | Personal Finance (0.5) | Technical Writing (0.5) |
| Social Media Marketing (0.5) | Sports Marketing (0.5) | |

| BPS Graduation Requirements & Credits Class of 2021 and beyond | |
|--|------------|
| English | 4.0 |
| Physical Education | 1.5 |
| Health | 0.5 |
| Science | 3.0* |
| Math | 3.0** |
| Social Studies | 3.0*** |
| World Language | 2.0 |
| Art | 2.0 |
| Career & Technical Education (CTE)/Occupational | 1.5 |
| <i>Technical Literacy (0.5)</i> <i>CTE Elective (1.0)</i> | |
| Other Courses | 9.5 |
| Required High School Credits | 30 |
| <p>*One credit of science may be met by another science course based on High School and Beyond Plan including parent/guardian signature. See counselor for details.</p> <p>**Algebra II may be met by another third year math course based on student interest and High School and Beyond Plan, including parent/guardian signature. See counselor for details.</p> <p>***Washington State History is required for graduation. District students fulfill this state requirement in Grade 7 Social Studies. Transfer students may need to complete this requirement prior to graduation. See counselor for details.</p> | |

| Leadership, Dual Credit and Post-Secondary Information | |
|---|--|
| All plans of study need to meet learners' career goals with regard to required degrees, licenses, certifications or journey worker status. Certain local student organization activities may also be important to include. | |
| <p>Leadership Programs</p> <p>HOSA – Future Health Professionals</p> <p>DECA - Marketing</p> <p>FFA - Agriculture</p> <p>FCCLA – Family Con. Science</p> <p>FBLA - Business</p> <p>SkillsUSA – Trade and Industry</p> <p>TSA -Technology</p> <p>WVSMMA - Sports Medicine</p> | <p>CTE Dual Credit Courses</p> <p>Courses approved for Dual Credit will change from year to year. Learn more about earning college credit in the career center!</p> <p>Technical Certifications, Apprenticeships, 2 year and 4 year college details for all career clusters can be found at the following site:</p> <p>https://www.k12.wa.us/student-success/career-technical-education/career-technical-education-pathways</p> |