

Business Information Technology (BIT)

- **Associate of Technical Science Degree**
- **Word Processing Certificate (first year of ATS degree)**
- **Certificate of Specialization—Medical Transcription**
- **Certificate of Specialization—Legal Support**
- **Certificate of Accomplishment**

This is a two-year associate of technical science degree program. It is essential that you work with a business information technology adviser to ensure proper course sequencing.

Computer occupations have represented the fastest-growing areas in job opportunities in recent years. Current and prospective members of the business community need computer training to remain competitive. Graduates of this associate of technical science (ATS) program demonstrate proficiency in practical accounting, word processing, Web design and a variety of software applications appropriate to business and entrepreneurial endeavors. The program prepares you for many careers including office management, computer support and computerized accounting. Whether upgrading current skills or pursuing professional education, critical business skills needed for success in today's workplace are interwoven throughout the program.

You will learn skill sets necessary to pass Microsoft Certified Application Specialist (MCAS) exams. MCAS certification is the globally recognized standard for skills with the Microsoft Office suite of business productivity applications. These performance-based certification exams can validate productivity for corporations, academic institutions, staffing agencies and training organizations.

You can also benefit from the one-year certificate in word processing, medical transcription or legal support.

To be eligible for the ATS degree or certificates, you must earn a grade of "C" (2.0) or better in all required computer or equivalent courses and maintain a cumulative 2.0 grade point average. Core program courses may have prerequisite requirements. English and mathematics courses require qualifying assessment scores or acceptable preparatory coursework on those subjects. See course description for details.

Suggested Course Sequence:

Medical Transcription Certificate

Offered at Wenatchee and Omak campuses

Prerequisites for certificate programs: BIT 101, ENGL 097 and MATH 096 or appropriate assessment score.

Fall Quarter		Credits
BIT 105	Computer Applications	5
BIT 111	Business English	5
ACCT 102	Practical Accounting I <i>or</i>	
BIOL& 100	Survey of Biology	5
	<i>(formerly BIOL 101, Introduction to Biology)</i>	
Winter Quarter		
BIT 110	Word Processing I	5
BIT 115	Résumé/Interview	2
BIT 125	Internet Basics	2
BIT 172	Machine Transcription	4
HLTH 123	Medical Terminology	3
Spring Quarter		
BIT 173	Medical Transcription	4
BIT 116	Professional Work Relations	3
Elective*	Business	7
Total Credits for Certificate		45

Suggested Course Sequence:

Legal Support Certificate

Offered at Wenatchee and Omak campuses

Prerequisites for certificate programs: BIT 101, ENGL 097 and MATH 096 or appropriate assessment score.

Fall Quarter		Credits
BIT 105	Computer Applications	5
BIT 111	Business English	5
BIT 172	Machine Transcription	4
Winter Quarter		
BIT 110	Word Processing I	5
BIT 115	Résumé/Interview	2
BIT 125	Internet Basics	2
BIT 174	Legal Transcription	4
BIT 116	Professional Work Relations	3
Spring Quarter		
BIT 175	Legal Formatting	3
BUS 204	Introduction to Law	5
Elective*	Business	7
Total Credits for Certificate		45

*It is important for students to discuss program electives with a BIT adviser.

Note: Omak campus may offer other specialized certificates.

Business Information Technology (BIT)

Suggested Course Sequence: *Associate of Technical Science Degree Program*

Offered at Wenatchee and Omak campuses

Prerequisites for ATS degree option: BIT 101, ENGL 097 and MATH 097 or appropriate assessment score.

First Year (Word Processing Certificate)

Fall Quarter		Credits
BIT 105	Computer Applications	5
BIT 111	Business English <i>or</i>	
ENGL& 101	English Composition I	5
	<i>(formerly ENGL 101, Composition: General)</i>	
ACCT 102	Practical Accounting I	5
	<i>(formerly BUSA 102, Practical Accounting I)</i>	
Winter Quarter		
BIT 110	Word Processing I	5
BIT 116	Professional Work Relations	3
BIT 125	Internet Basics	2
ACCT 103	Practical Accounting II	5
	<i>(formerly BUSA 103, Practical Accounting II)</i>	
Spring Quarter		
BIT 109	Business Math <i>or</i>	
MATH 105	College Algebra <i>or</i>	
MATH 108	Mathematical Reasoning	5
BIT 205	Database I	5
BIT 210	Word Processing II	5
Total Credits for First Year		45

Second Year (Associate Degree)

Fall Quarter		Credits
BIT 117	Presentation Graphics	3
BIT 118	Outlook	2
BIT 120	Spreadsheets I	5
BIT 200	Operating Systems	5
Winter Quarter		
BIT 202	Computerized Accounting	5
BIT 220	Spreadsheets II	5
BIT 225	Publishing on the Web	3
CTS 120	Network+ Introduction to Networking	5
Spring Quarter		
BIT 212	Business Communications	5
BIT 215	Database II	5
BIT 250	Desktop Publishing	5
Total		48
Total Credits for Degree		93

Required Courses: BIT Degree, Special Emphasis Areas

Accounting

BIT 220	Spreadsheets II	5
ACCT 105	Payroll and Tax Accounting	3
	<i>(formerly BUSA 105, Payroll and Tax Accounting)</i>	
ACCT& 201	Principles of Accounting I	5
	<i>(formerly BUSA 251, Principles of Financial Accounting I)</i>	

Adobe Creative Suite

BIT 250	Desktop Publishing	5
BIT 251	Adobe Illustrator	5
BIT 252	Adobe Photoshop	5

Suggested Course Sequence: *Certificate of Accomplishment*

Offered at Wenatchee and Omak campuses

Prerequisites for certificate programs: BIT 101, ENGL 097 and MATH 096 or appropriate assessment score.

Fall Quarter		Credits	Winter Quarter		Credits
BIT 105	Computer Applications	5	BIT 110	Word Processing I	5
BIT 111	Business English	5	BIT 125	Internet Basics	2
ACCT 102	Practical Accounting I	5	BIT 116	Professional Work Relations	3
	<i>(formerly BUSA 102, Practical Accounting I)</i>		Elective*	Business	5
Total Credits for First Year			Total Credits for Certificate		30

*It is important for students to discuss program electives with a BIT adviser.

Note: Omak campus may offer other specialized certificates.