

Business Computer Technology (BCT)

Suggested Course Sequence: Associate of Technical Science Degree Non-Transfer Program

Offered at Wenatchee campus

Prerequisites for ATS degree option: ENGL 097 and MATH 093 or qualifying assessment score, keyboarding skills.

Curriculum		Credits	Recommended schedule for completing ATS in two years:	
BCT 105	Computer Applications	5	First Year	
BCT 111	Business English	5	Fall Quarter	
BCT 115	Resume and Interview	2	Credits	
BCT 116	Professional Work Relations.....	3	BCT 105	Computer Applications
BCT 118	Customer Relations Management.....	3	BCT 111	Business English
BCT 120	Word Processing I.....	5	BCT 116	Professional Work Relations.....
BCT 125	Internet Use	2	BCT 125	Internet Use
BCT 128	Business Math.....	5	Winter Quarter	
BCT 130	Spreadsheets I.....	5	Credits	
BCT 150	Database	5	BCT 118	Customer Relations Mgmt.
BCT 160	Presentation Graphics	3	BCT 120	Word Processing I.....
BCT 170	Microsoft Outlook.....	2	BCT 160	Presentation Graphics
BCT 205	Business Communications	5	CMST 130	Survey of Digital Communications
BCT 210	Word Processing II	5	Spring Quarter	
BCT 220	Spreadsheets II	5	Credits	
BCT 250	Desktop Publishing	5	BCT 115	Resume and Interview
BCT 251	Web Publishing.....	5	BCT 130	Spreadsheets
BCT 275	Software Integrations	5	BCT 170	Microsoft Outlook.....
BCT 284	Project Management.....	5	BCT 205	Business Communications
CMST 130	Survey of Digital Communications	5	Total Credits for Certificate	
Elective	BCT, BUS, CSC, CTS, ACCT, ART, CMST or CWE.....	5	45	
Total Credits for Degree		90	Second Year	
			Fall Quarter	
			Credits	
			BCT 128	Business Math.....
			BCT 210	Word Processing II.....
			BCT 220	Spreadsheets II
			Winter Quarter	
			Credits	
			BCT 150	Database
			BCT 250	Desktop Publishing
			BCT 284	Project Management.....
			Spring Quarter	
			Credits	
			BCT 251	Web Publishing.....
			BCT 275	Software Integrations
				Elective.....
			Total	
			45	
			Total Credits for Degree	
			90	

Business Computer Technology (BCT)

Suggested Course Sequence: Associate in Applied Science-Transfer Degree**

Offered at Wenatchee campus

Prerequisites for AAS-T degree option: MATH 099 or placement score equivalent; ENGL 097 or placement score equivalent; keyboarding skills.

Curriculum	Credits
BCT 105 Computer Applications	5
BCT 116 Professional Work Relations.....	3
BCT 120 Word Processing I.....	5
BCT 125 Internet Use	2
BCT 130 Spreadsheets I.....	5
BCT 150 Database	5
BCT 160 Presentation Graphics	3
BCT 170 Microsoft Outlook.....	2
BCT 250 Desktop Publishing	5
BCT 275 Software Integrations	5
BCT 284 Project Management.....	5
BUS 101 Intro. to Business	5
General Education Requirements:	
College-level transfer math*, English 101*, Humanities, Natural Science, Social Science	35
Elective BCT, BUS, CSC, CTS, ACCT, ART, CMST or CWE	5
Total Credits for Degree	90

Recommended schedule for completing AAS-T in two years:

First Year		Credits
Fall Quarter		
BCT 105	Computer Applications	5
BCT 125	Internet Use	2
General Education Requirement		5

Winter Quarter		Credits
BCT 116	Professional Work Relations.....	3
BCT 120	Word Processing I.....	5
BCT 160	Presentation Graphics	3
General Education Requirement		5

Spring Quarter		Credits
BCT 130	Spreadsheets	5
BCT 170	Microsoft Outlook.....	2
General Education Requirement		5
General Education Requirement		5

Total Credits for Certificate 45

*Placement score required.

**Associate in Applied Science-Transfer Degree: the AAS-T is built upon the technical courses required for job preparation but also includes a college-level general education component, common in structure for all such degrees. The distinguishing characteristic of the AAS-T is a minimum of 20 credits of general education courses drawn from the same list as those taken by students completing the Direct Transfer Agreement (DTA) associate degree or the Associate in Science-Transfer (AS-T) degree (that is, the courses generally accepted in transfer). AAS-T courses are designed for the dual purpose of immediate employment and as preparation for the junior year in a bachelor's degree commonly described as the bachelor of applied science (BAS). The AAS-T degree generally will not be accepted in transfer in preparation for bachelor of arts or bachelor of science degrees, although the general education component of the degree will be accepted in transfer. (State Board for Community and Technical Colleges)

Second Year		Credits
Fall Quarter		
BUS 101	Intro. to Business	5
General Education Requirement		5
General Education Requirement		5

Winter Quarter		Credits
BCT 150	Database	5
BCT 250	Desktop Publishing	5
BCT 284	Project Management.....	5

Spring Quarter		Credits
BCT 251	Web Publishing.....	5
BCT 275	Software Integrations	5
Elective.....		5

Total 45
Total Credits for Degree 90

Business Computer Technology (BCT)

Required Courses: Certificate of Completion - Administrative Assistant

Offered at Wenatchee campus

Prerequisite for completion: MATH 093 Pre-Algebra or higher

Curriculum	Credits
BCT 105 Computer Applications	5
BCT 111 Business English	5
BCT 115 Resume and Interview	2
BCT 116 Professional Work Relations.....	3
BCT 118 Customer Relations Management.....	3
BCT 120 Word Processing I.....	5
BCT 125 Internet Use	2
BCT 130 Spreadsheets I.....	5
BCT 160 Presentation Graphics	3
BCT 170 Microsoft Outlook.....	2
BCT 205 Business Communications	5
CMST 130 Survey of Digital Communications	5
Total Credits for Certificate	45

Recommended schedule for completing certificate in one year:

Fall Quarter	Credits
BCT 105 Computer Applications	5
BCT 125 Internet Use	2
General Education Requirement	5

Winter Quarter	Credits
BCT 116 Professional Work Relations.....	3
BCT 120 Word Processing I.....	5
BCT 160 Presentation Graphics	3
General Education Requirement	5

Spring Quarter	Credits
BCT 130 Spreadsheets	5
BCT 170 Microsoft Outlook.....	2
General Education Requirement	5
General Education Requirement	5

Total Credits for Certificate 45

Required Courses: Certificate of Accomplishment

Offered at Wenatchee campus

Curriculum	Credits
BCT 100 Basic Computer Keyboarding.....	2
BCT 104 Computer Fundamentals.....	3
BCT 105 Computer Applications	5
BCT 111 Business English or English 097	5
BCT 116 Professional Work Relations.....	3
BCT 125 Internet Use	2
CMST 220 Public Speaking.....	5
BCT Elective*	5
Total Credits for Certificate	30

Recommended schedule for completing certificate in two quarters:

First Quarter	Credits
BCT 100 Basic Computer Keyboarding.....	2
BCT 104 Computer Fundamentals.....	3
BCT 111 Business English	5
Elective.....	5

Second Quarter	Credits
BCT 105 Computer Applications	5
BCT 116 Professional Work Relations.....	3
BCT 125 Internet Use	2
BCT Elective.....	5

Total Credits for Certificate 30

**Electives may be taken any quarter.*