



Welcome,

Thank you for your interest in articulating your course with Business Computer Technology (BCT) program at Wenatchee Valley College (WVC). Our goal is to partner with high schools in raising the bar in academic standards for students, and to encourage continued study of professional technical programs at WVC. Our decision to partner with local high schools is the first step in building bridges for students within our state and local communities.

To meet the academic requirements of Wenatchee Valley College, we need a snapshot of your curriculum to be submitted for consideration. To ensure equivalency as students move on to post-secondary education and career pathways, each program has specific requirements in content, instructional delivery and student expectations. If the submitted materials are found to be of caliber of WVC college program standards, your school can offer your students college credit through WVC.

You will be submitting a completed evaluation packet including your aligned syllabus and CTE frameworks for each Business Computer Technology (BCT) course being articulated. Below is a list of additional requirements for the BCT program courses.

1. **Assessments:** Please review and apply for specific course articulations where applicable.
 - BCT 100: accuracy and speed tests for final exams
 - BCT 105: Course learning outline must include an intro to database unit along with word processing, spreadsheets and presentation graphics programs (any applicable software package for business can be utilized for these applications)
 - BCT 120: Recommend Microsoft Office Specialist (MOS) Word certification exam for final
 - BCT 128: Must include payroll and business statistics in learning units
 - BCT 250: Final exam/project with multiple-page layout
 - BCT 251: Published website as part of final exam
2. **Syllabus:** Add the following statement to the syllabus.
 - a. This course is part of the Business Computer Technology (BCT) program at Wenatchee Valley College. Students can learn more about the BCT program at Wenatchee Valley College.
 - i. Website: <https://wvc.edu/learn/programs/bct/index.html>
 - ii. Faculty Adviser contact: Sompheng Batch, sbatch@wvc.edu, 509-682-6653
3. **Textbooks & Resources:** The following resources are recommended for each course listed.
 - BCT 105: OER textbook Workplace Software and Skills (Openstax Digital ISBN: 978-1-961584-31-0)
 - BCT 250/251: Graphics program suite such as Adobe suite or open source applications
 - BCT 120: Word processing application (Microsoft Word, preferably)
 - BCT 205: a style manual for document formatting

Teachers are encouraged to collaborate with WVC program coordinators to promote transition to WVC programs.

Wenatchee Valley College is looking forward to partnering with you.