

Business Computer Technology (BCT)

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The WVC Business Computer Technology program prepares graduates for entry-level jobs in a wide variety of business and industry settings, or for self-employment. Students enrolled in the BCT program will acquire an educational foundation in technical and soft skills needed to function as an essential member of a business team. Every student should consider the BCT program, in whole or in part, to acquire business-related computer skills that are vital to success in today's workplace.

Students can earn a two-year transfer (AAS-T) or technical degree (ATS) or a one-year certificate of completion with an emphasis in either computer applications or administrative management. The BCT AAS-T degrees are transferable to Central Washington University's Information Technology and Administrative Management BAS program. Students interested in entering the program should work closely with the program adviser to ensure the proper sequencing of classes. It is recommended that students start the program in fall quarter.

To be eligible for the ATS or AAS-T degree or BCT certificates, students must earn a grade of "C" (2.0) or better in all required program 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 descriptions for details.

For more information about graduation rates, the median debt of students who completed the program and other important information, visit www.wvc.edu/bct.

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.

Core Curriculum		Credits
BCT 105	Computer Applications	5
BCT 116	Professional Work Relations.....	3
BCT 118	Customer Relations Management.....	5
BCT 120	Word Processing.....	5
BCT 125	Internet Use.....	2
BCT 170	Microsoft Outlook.....	2
BCT 130	Spreadsheets	5
Total Core Credits		27

Choose ONE specialization:

Required Courses: *Computer Applications Emphasis*

Courses		Credits
BCT 128*	Business Math.....	5
BCT 150	Database I.....	5
BCT 160	Presentation Graphics.....	3
BCT 200	Operating Systems.....	5
BCT 205*	Business Communication.....	5
BCT 210	Word Processing II.....	5
BCT 220	Spreadsheets II.....	5
BCT 230	Database II.....	5
BCT 250	Desktop Publishing.....	5
BCT 275	Software Integrations.....	3
	Electives (BCT, BUS, CSC, ACCT, ART, CWE).....	20
Total Specialization Credits		66
Total Credits for Degree		93

Required Courses: *Administrative Management Emphasis*

Courses		Credits
BCT 128*	Business Math.....	5
BCT 160	Presentation Graphics.....	3
BCT 205*	Business Communication.....	5
BCT 220	Spreadsheets II.....	5
BCT 251	Web Publishing.....	3
BCT 283	Administrative Management <i>or</i>	
BCT 284	Project Management.....	5
BCT 275	Software Integrations.....	3
BUS& 101	Introduction to Business.....	5
CMST 130	Survey of Digital Communications.....	5
	Electives (BCT, BUS, CSC, CTS, ACCT, ART, CWE).....	25
Total Specialization Credits		64
Total Credits for Degree		91

*Placement score required.

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.

Core 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	5
BCT 170	Microsoft Outlook.....	2
Total Core Credits		22

Choose ONE specialization:

Required Courses: *Computer Applications Emphasis*

Courses		Credits
BCT 150	Database I	5
BCT 160	Presentation Graphics	3
BCT 200	Operating Systems	5
BCT 210	Word Processing II	5
BCT 220	Spreadsheets II	5
BCT 230	Database II.....	5
BCT 250	Desktop Publishing	5
BCT 275	Software Integrations	3
General Education Requirements (college-level transfer math*, ENGL&101*, Humanities, Natural Science, Social Science).....		25
Electives (BCT, BUS, CSC, CTS, ACCT, ART, CWE).....		10
Total Specialization Credits		71
Total Credits for Degree		93

Required Courses: *Administrative Management Emphasis*

Courses		Credits
BCT 160	Presentation Graphics	3
BCT 220	Spreadsheets II	5
BCT 251	Web Publishing.....	3
BCT 275	Software Integrations	3
BCT 283 Administrative Management <i>or</i>		
BCT 284	Project Management.....	5
BUS& 101	Introduction to Business.....	5
General Education Requirements (college-level transfer math*, ENGL&101*, Humanities, Natural Science, Social Science).....		35
Electives (BCT, BUS, CSC, CTS, ACCT, ART, CWE).....		10
Total Specialization Credits		69
Total Credits for Degree		91

*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)

Business Computer Technology (BCT)

Required Courses: *Certificate of Completion*

Offered at Wenatchee campus

Core Curriculum		Credits
BCT 105	Computer Applications	5
BCT 116	Professional Work Relations.....	3
BCT 118	Customer Relations Management.....	5
BCT 120	Word Processing I.....	5
BCT 125	Internet Use	2
BCT 130	Spreadsheets	5
BCT 170	Microsoft Outlook.....	2
Total Core Credits		27

Choose ONE specialization:

Required Courses: *Computer Applications Certificate of Completion*

Prerequisites: MATH 093 or placement score equivalent and ENGL 097 or placement score equivalent.

Courses	Credits
BCT 150 Database I	5
BCT 160 Presentation Graphics.....	3
BCT 200 Operating Systems	5
BCT 210 Word Processing II	5
Total Specialization Credits	18
Total Credits for Certificate	45

Required Courses: *Administrative Management Certificate of Completion*

Prerequisites: MATH 093 or placement score equivalent and ENGL 097 or placement score equivalent.

Courses	Credits
BCT 160 Presentation Graphics	3
BCT 205 Business Communication	5
BUS& 101 Introduction to Business.....	5
CMST 130 Survey of Digital Communications	5
Total Specialization Credits	18
Total Credits for Certificate	45

Required Courses: *Certificate of Accomplishment*

Offered at Wenatchee and Omak campuses

First Quarter	Credits
BCT 100 Basic Computer Keyboarding.....	2
BCT 105 Computer Applications	5
BCT 120 Word Processing I.....	5

Second Quarter	Credits
BCT 116 Professional Work Relations.....	3
BCT 130 Spreadsheets	5
BCT 125 Internet Use	2
Electives (see BCT adviser)**	8

Total Credits for Certificate 30

**Electives may be taken any quarter.