Business Computer Technology

Degree Type
Associate in Applied Science-Transfer Degree

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)

Suggested Course Sequence: Associate in Applied Science-Transfer Degree

Offered at Wenatchee campus

Prerequisites for AAS-T degree option: MATH 99 or placement score equivalent; ENGL 97 or qualifying placement scores; keyboarding skills.

Curriculum

Course ID	Title	Credits
BCT 105	Computer Applications	5.0
BCT 116	Professional Work Relations	3.0
BCT 120	Word Processing I	5.0
BCT 125	Internet Use	2.0
BCT 130	Spreadsheets	5.0
BCT 150	Database	5.0
BCT 160	Presentation Graphics	3.0
BCT 170	Microsoft Outlook	2.0
	BCT 250 or ART 130	5.0
BCT 275	Software Integrations	5.0
BCT 284	Project Management	5.0
BUS& 101	Introduction to Business	5.0

General Education Requirements

Course ID	Title	Credits
	College-level transfer math, English 101, Humanities, Natural Science, Social Science	35.0
	Elective BCT, BUS, CSC, CTS, ACCT, ART, CMST or CWE	5.0

College-level transfer math, ENGL& 101: Placement score required.

	Title	Credits
	Total Credits	90

Course Sequencing
Recommended schedule for completing AAS-T in two years:

First Year - Fall Quarter

Course ID	Title	Credits
BCT 105	Computer Applications	5.0
BCT 125	Internet Use	2.0
	General Education Requirement	5.0

First Year - Winter Quarter

Course ID	Title	Credits
BCT 116	Professional Work Relations	3.0
BCT 120	Word Processing I	5.0
BCT 160	Presentation Graphics	3.0
	General Education Requirement	5.0

First Year - Spring Quarter

Course ID	Title	Credits
BCT 130	Spreadsheets	5.0
BCT 170	Microsoft Outlook	2.0
	General Education Requirement	5.0
	General Education Requirement	5.0

Second Year - Fall Quarter

Course ID	Title	Credits
BUS& 101	Introduction to Business	5.0
	General Education Requirement	5.0
	General Education Requirement	5.0

Second Year - Winter Quarter

Course ID	Title	Credits
BCT 150	Database	5.0
	BCT 250 or ART 130	5.0
BCT 284	Project Management	5.0

Second Year - Spring Quarter

Course ID	Title	Credits
	General Education Requirement	5.0
BCT 275	Software Integrations	5.0
	Elective	5.0

BCT 250 or ART 130

Elective Credits 5.0

BCT 250 or ART 130

Course ID	Title	Credits
BCT 250	Desktop Publishing	5.0
ART 130	Graphic Design Technology I	5.0

College-level transfer math, English 101, Humanities, Natural Science, Social Science

Elective Credits 35.0

Elective BCT, BUS, CSC, CTS, ACCT, ART, CMST or CWE

Elective Credits 5.0

General Education Requirement

Elective Credits 5.0

Elective

Elective Credits 5.0