Business Computer Technology

Degree Type
Associate of Technical Science Degree

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

Offered at Wenatchee campus

Prerequisites for ATS degree option: ENGL 97 and MATH 93 or qualifying placement scores, keyboarding skills.

Curriculum

Course ID	Title	Credits
BCT 105	Computer Applications	5.0
BCT 111	Business English	5.0
BCT 115	Resume and Interview	2.0
BCT 116	Professional Work Relations	3.0
BCT 118	Customer Relations Management	3.0
BCT 120	Word Processing I	5.0
BCT 125	Internet Use	2.0
BCT 128	Business Math	5.0
BCT 130	Spreadsheets	5.0
BCT 150	Database	5.0
BCT 160	Presentation Graphics	3.0
BCT 170	Microsoft Outlook	2.0
BCT 205	Business Communications	5.0
BCT 210	Word Processing II	5.0
BCT 220	Spreadsheets II	5.0
	BCT 250 or ART 130	5.0
BCT 251	Web Publishing	5.0
BCT 275	Software Integrations	5.0
BCT 284	Project Management	5.0
CMST 130	Survey of Digital Communications	5.0
	Elective BCT, BUS, CSC, CTS, ACCT, ART, CMST or CWE	5.0

BCT 111, *BCT 205*: *Placement score required.*

	Title	Credits
	Total Credits	90

Course Sequencing
Recommended schedule for completing ATS in two years:

First Year - Fall Quarter

Course ID	Title	Credits
BCT 105	Computer Applications	5.0
BCT 111	Business English	5.0
BCT 116	Professional Work Relations	3.0
BCT 125	Internet Use	2.0

First Year - Winter Quarter

Course ID	Title	Credits
BCT 115	Resume and Interview	2.0
BCT 120	Word Processing I	5.0
BCT 160	Presentation Graphics	3.0
CMST 130	Survey of Digital Communications	5.0

First Year - Spring Quarter

Course ID	Title	Credits
BCT 118	Customer Relations Management	3.0
BCT 130	Spreadsheets	5.0
BCT 170	Microsoft Outlook	2.0
BCT 205	Business Communications	5.0

Second Year - Fall Quarter

Course ID	Title	Credits
BCT 128	Business Math	5.0
BCT 210	Word Processing II	5.0
BCT 220	Spreadsheets II	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
BCT 251	Web Publishing	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

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

Elective Credits 5.0

Elective

Elective Credits 5.0