

Business Computer Technology

Degree Type

Certificate of Accomplishment

Required Courses: BCT Certificate of Accomplishment

Offered at Wenatchee campus

Curriculum

Course ID	Title	Credits
BCT 100	Basic Computer Keyboarding	2.0
BCT 104	Computer Fundamentals	3.0
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
	Elective: CMST or BCT	5.0
	BCT Elective	5.0

**Electives may be taken any quarter.*

Total Credits	30
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Course Sequencing

Recommended schedule for completing certificate in two quarters:

First Quarter

Course ID	Title	Credits
BCT 100	Basic Computer Keyboarding	2.0
BCT 104	Computer Fundamentals	3.0
BCT 111	Business English	5.0
	Elective: CMST or BCT	5.0

Second Quarter

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

Elective: CMST or BCT

Elective Credits 5.0

BCT Elective

Elective Credits 5.0