

Business Computer Technology

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 or as an entrepreneur. The Business Computer Technology program prepares graduates for entry-level jobs in a wide variety of business and industry settings, or for self-employment. 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. For more information, visit www.wvc.edu/BCT.

Business Computer Technology Degrees and Certificates

- Business Computer Technology
- Business Computer Technology
- Administrative Assistant Certificate
- Project Management Fundamentals
- Business Computer Technology

Business Computer Technology Classes

BCT 100: Basic Computer Keyboarding

An introductory course to develop basic keyboarding techniques with an emphasis on improving speed and accuracy. Course topics include alphabet, numeric, and symbol keys.

Credits 2

Weekly Contact Hours 2

Meets Degree Requirements For
Restricted Elective

BCT 104: Computer Fundamentals

Focuses on the computing fundamentals domain of Certiport's industry certification for Internet and Computing Core (IC3), which covers a foundational understanding of computer hardware, software, operating systems, peripherals and troubleshooting.

Credits 3

Weekly Contact Hours 3

Meets Degree Requirements For
Restricted Elective

BCT 105: Computer Applications

Focuses on the Key Applications domain of Certiport's industry certification for Internet and Computing Core (IC3), which covers popular word processing, spreadsheet, presentation and database applications, and the common features of all applications. Prerequisites: [BCT 100](#) recommended.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For
Restricted Elective

BCT 106: Start Word Processing

Use basic Word functions to enter, edit, cut, copy, paste and reorganize text. Enhance documents with graphics and tables. Use Word tools including spell checker, grammar checker, page layout and references.

Credits 1

Weekly Contact Hours 1

Meets Degree Requirements For

Restricted Elective

BCT 107: Getting Started With Spreadsheets

Use basic Excel functions to enter, edit, cut, copy, paste and reorganize text and data and create simple formula. Spreadsheets will be enhanced with formatting and charts.

Credits 1

Weekly Contact Hours 1

Meets Degree Requirements For

Restricted Elective

BCT 109: Start Presentation Graphics

Use presentation graphics software to create and view presentations. Enhance the presentation with pictures, shapes, SmartArt, tables and charts. Apply transitions.

Credits 1

Weekly Contact Hours 1

Meets Degree Requirements For

Restricted Elective

BCT 111: Business English

Students will develop essential principles of English skills for effective communication in the workplace. Emphasis on English-usage skills in sentence structure, style and usage, spelling and grammar, punctuation and vocabulary, editing and proofreading and use of reference materials.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For

Restricted Elective

Prerequisites

Appropriate Assessment Score or successful completion of ENGL 97 or higher or Instructor permission

BCT 115: Resume and Interview

Prepares students to successfully pursue employment. Students will learn how to access electronic resources for employment opportunities and career assessments, and apply effective job search strategies. Students will create employment documents, practice interview skills and explore networking prospects.

Credits 2

Weekly Contact Hours 2

Meets Degree Requirements For

Restricted Elective

BCT 116: Professional Work Relations

This course focuses on interpersonal skills in the work place. Topics include: leadership, teamwork, diversity, employers' expectations and real world tools for resolving conflict in a simulated workplace.

Credits 3

Weekly Contact Hours 3

Meets Degree Requirements For

Restricted Elective

BCT 118: Customer Relations Management

Develop skills for providing superior customer service in an increasingly diverse world. Specific techniques will be covered that will result in improved communications with customers and customer satisfaction.

Credits 3

Weekly Contact Hours 3

Meets Degree Requirements For

Restricted Elective

BCT 120: Word Processing I

Preparation for Microsoft Office Specialist Word exam. Students will create and manage documents, format document content, present information in tables and lists, insert and format pictures, create business diagrams, and reference sources.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For

Restricted Elective

BCT 125: Internet Use

Preparation for IC3 Digital Literacy certification Living Online examination. Students will develop a foundational understanding of how to effectively use a computer in an Internet or networked environment. Students will explore current technologies used for electronic communication and the impact of computing and the Internet on society.

Credits 2

Weekly Contact Hours 2

Meets Degree Requirements For

Restricted Elective

BCT 128: Business Math

Emphasizes math applications that reflect real-world situations and are essential for students going on to careers in accounting, marketing, retailing, banking, office administration and finance. Apply basic math concepts of whole number operations, fractions, decimals, percentages and equations to solve business problems.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For

Restricted Elective

Prerequisites

MATH 93 or higher or Instructor Permission

BCT 130: Spreadsheets

Preparation for Microsoft Office Specialist Excel exam. Students will create and manage workbooks and worksheets, modify and format cell content, present data in tables and charts, perform calculations on data, and insert and format objects in a worksheet.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For
Restricted Elective

BCT 150: Database

Preparation for Microsoft Office Specialist Access exam. Create and manage databases, build tables, and create queries, forms and reports.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For
Restricted Elective

Prerequisites

[BCT 105](#)

BCT 160: Presentation Graphics

Preparation for Microsoft Office Specialist PowerPoint exam. Students will create and manage presentations and slides, insert and format slide content, animate slide content, transition between slides, manage multiple versions of a presentation, and prepare presentations for delivery.

Credits 3

Weekly Contact Hours 3

Meets Degree Requirements For
Restricted Elective

BCT 170: Microsoft Outlook

Preparation for Microsoft Office Specialist Outlook exam. Students will use a personal information manager to acquire, organize, maintain, retrieve and use personal and business information. Understand how electronic communication works and how to communicate using electronic mail.

Credits 2

Weekly Contact Hours 2

Meets Degree Requirements For
Restricted Elective

BCT 200: Operating Systems

This course focuses on the fundamentals of operating systems, computer hardware and software concepts. Topics include: functions and features of operating system tools, systems and applications programs, file management, system customization, security, and maintenance.

Credits 5
Weekly Contact Hours 5
Meets Degree Requirements For
Restricted Elective

BCT 205: Business Communications

This course will prepare students for applications of communication skills in the workplace. Apply essential communication skills to business correspondences and documentations in traditional and digital formats. Recommend successful completion of ENGL 97 or higher

Credits 5
Weekly Contact Hours 5
Meets Degree Requirements For
Restricted Elective

BCT 210: Word Processing II

Preparation for Microsoft Office Specialist Word Expert exams. Students will create, manage and distribute documents for a variety of specialized purposes and situations, and customize the Word environment to enhance the productivity needed to work with advanced documents used in a business setting.

Credits 5
Weekly Contact Hours 5
Meets Degree Requirements For
Restricted Elective
Prerequisites
[BCT 120](#) or MOS Certification in Word

BCT 220: Spreadsheets II

Preparation for Microsoft Office Specialist Excel Expert exams. Students will manage and share workbooks, apply and share custom formatting, present data in Pivot Tables and Pivot Charts, create models and scenarios, and create advanced formulas by using functions.

Credits 5
Weekly Contact Hours 5
Meets Degree Requirements For
Restricted Elective
Prerequisites
[BCT 130](#) or MOS Certification in Excel or Instructor Permission

BCT 230: Database II

Create, format and audit workbooks at an advanced level using database functions, macros, templates, web tools, multiple workbooks, imported/exported data, data tables, scenario management, Solver and VBA.

Credits 5
Weekly Contact Hours 5
Meets Degree Requirements For
Restricted Elective
Prerequisites
[BCT 150](#)

BCT 250: Desktop Publishing

Focuses on general desktop publishing and classic design concepts. Plan and create various small single- and multiple-page publications using desktop publishing software and computer technology. Special attention given to design principles, typography, layout and production techniques to develop specific skills and competencies needed by professionals who use computer hardware and software for publications.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For
Restricted Elective

BCT 251: Web Publishing

Introduces basic concept of web publication and integrate design principles and tools in various programs to create and publish a functional and well-designed website.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For
Restricted Elective

BCT 275: Software Integrations

This project-oriented course will prepare students to use Microsoft Office Suite applications to perform integrated tasks and functions. Students will use word processing, spreadsheet, database, and presentation software to share data and link information between applications.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For
Restricted Elective

Prerequisites

[BCT 105](#) and [BCT 120](#) and [BCT 130](#) or Instructor Permission

BCT 284: Project Management

This course will prepare students for proper planning, development, and execution of project of varying sizes in a variety of professional settings. This course will utilize business technology skills built in program courses to support students to develop their communication, organization, and research skills to execute projects within the quarter that will include realistic workplace experiences. Recommend successful completion of ENGL 97 or higher.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For
Restricted Elective