

Bellingham Technical College

# Business Programs



Accounting Technician

Administrative Assistant

Associate in Business (DTA/MRP)

Business Management

**Bachelor of Applied Science (BAS)**  
Operations Management

**FORGE YOUR  
OWN PATH**  
[www.btc.edu](http://www.btc.edu)



2023/24

# FORGE YOUR OWN PATH



[www.btc.edu/Business](http://www.btc.edu/Business)

*You know you have the potential to do more with your life. In BTC's Business programs, you'll get training for a career that can take you anywhere you want to go.*

## **Business Programs**

- Accounting Technician
- Accounting Assistant
- Administrative Assistant
- Associate in Business
- Business Management
- Office Assistant

**Bachelor of Applied Science (BAS):**  
Operations Management

*Working with **people, planning and organization.** Building your **leadership, communication, and managerial skills.***

### ➤ **Practical & Professional**

*In BTC's Business programs, you'll learn the skills you need for your career from instructors with industry experience.*

### ➤ **Built-in Community**

*BTC's Business programs offer small classes sizes, so you'll build a supportive community of classmates and get plenty of one-on-one time with instructors.*

### ➤ **Return on Investment**

*With strong financial support for students and shorter certificates and two-year degrees, you'll graduate with less debt ready to join the business workforce.*



## About Bellingham Technical College

**Bellingham Technical College** has been training students for in-demand, high-paying careers for more than 65 years. At BTC, the focus is always on our students and helping them succeed. We're proud to have one of the highest graduation rates of all public two-year colleges in Washington state, as well as high job-placement rates for our graduates.

At our vibrant campus in the heart of Bellingham, we educate a diverse population of over 3,700 students in 50 degrees, 41 certificate programs and two bachelor of applied science degrees.

***Bellingham Technical College's mission is to provide student-centered, high-quality professional technical education for today's needs and tomorrow's opportunities.***

BTC students prepare for careers in many areas, including high-demand fields such as advanced manufacturing, engineering, nursing, accounting and more.

Smaller classes mean your instructors really know you, and our lectures are reinforced in the lab, whether it is in a fast-paced kitchen, on the welding floor, or in a salmon hatchery.

**At every step, you'll know that BTC's faculty and employees are here to support you in pursuit of your professional goals.**

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*Bellingham Technical College would like to acknowledge that our service area today is within the usual and accustomed lands of the Lhaq'temish or Xwlemi (Lummi) Nation, and of the Noxws'á?aq (NookSack) Tribe of the Coast Salish peoples, as well as the original territory of the s?éməš (Samish) Indian Tribe. Our respect and gratitude go to our indigenous neighbors, whose care and protection of the land and water continues to this day.*

## BTC Business Programs are ideal for students with an aptitude for

***working with people, planning and organization. Building leadership, communication, and managerial skills.***

In addition to providing hands-on training and solid academic instruction, BTC's administration collaborates with local industry, employers, and our state and local governments to determine the skills our workforce requires to keep the economy strong.

**BTC Business program students** may work for large and small employers in marketing, accounting, finance, service industries, healthcare, education and manufacturing.

**The employment outlook** is strong for program graduates, and students can expect to earn excellent wages.

## BTC Degree Options

### **Associate of Applied Science (AAS) degree:**

A two-year associate degree that allows you to go directly to work in your field.

### **Bachelor of Applied Science (BAS) degree:**

A two-year bachelor's degree that can be added on top of an existing associate degree from an accredited college or even a previous bachelor's degree.

**Transitioning to BTC:** BTC accepts both traditional and non-traditional credit for equivalency to BTC courses on a case-by-case basis. Contact Admissions at [admissions@btc.edu](mailto:admissions@btc.edu) or call **360.752.8345**

Learn more: [www.btc.edu/transfers](http://www.btc.edu/transfers)

\*Wage & Employment Data Sources

**Earning potential:** Washington State Employment Security Department 2021 Occupational Employment and Wage Estimates ([esd.wa.gov](http://esd.wa.gov)) reflect 2018–21 employment; average annual wage reflects the 50th percentile, and earning potential reflects the 75th percentile of annual wages across Washington state.

Employment data come from the Washington State Board for Community and Technical Colleges and reflect WA/OR employment for students enrolled in BTC between 2017-18 and 2019-20.

## Accounting Technician

Associate of Applied Science Degree

Program Length: 6 quarters

### Accounting Assistant Certificate of Completion

Program Length: 3-4 quarters

Choose this program to prepare for a rewarding accounting career. Employment choices are extensive in this high-demand field; you could work in a variety of office and business settings in jobs such as an accounting assistant or technician, bookkeeper, accounts receivable/payable clerk, general ledger clerk, or payroll clerk.

If you're good with numbers and have a high attention to detail, the Accounting program will provide you a wide range of skills to use with employers from wholesale firms and retail businesses to local, state, and federal government, service providers, and health and education organizations.

## Administrative Assistant

Associate of Applied Science Degree

Program Length: 6 quarters

### Office Assistant Certificate of Completion

Program Length: 3 quarters

BTC's Administrative Assistant degree prepares students for entry-level office support positions, leading to careers such as administrative assistant, executive secretary, office coordinator, and office manager.

Administrative assistants are needed in all industries and find employment in education, healthcare, legal, finance, manufacturing, construction, transportation and more.

Students develop strong skills in office procedures; software applications; file and records management; business writing; business math; general accounting procedures; and office, time, and calendar management.



*About 82% of BTC's Accounting Technician students are employed within nine months of graduation. The average annual wage in this field is \$48,415, with an earning potential of about \$57,351 per year.\**

*The average annual wage in this field is \$47,424, with an earning potential of about \$58,718 per year.\**



# be you

*You've never shied away from a challenge, but the idea of a college degree always seemed out of reach. At BTC, you found affordable technical education to launch your career, with high wages and the flexibility to take you where you want to go. **FORGE YOUR OWN PATH. BE YOU.***



Bellingham TECHNICAL COLLEGE



## Associate in Business

Direct Transfer Agreement in  
Major-Related Program (DTA/MRP)

Program Length: 6 quarters

Are you intrigued by the fast-paced world of business and finance? A bachelor's degree in business could be a great fit for you. And you can start at BTC!

BTC's Associate in Business DTA/MRP degree is designed for students planning to major in business at certain Washington state colleges or universities. Upon completing the 90-credit program, you may transfer as a junior into a Bachelor of Arts or Science program in Business Administration, Accounting, Management Information Systems, and more.

In this program, you'll study academic coursework in English, economics, mathematics, and accounting. You'll also develop interpersonal and communication skills that will prepare you for today's global, diverse, and competitive business environment.

Locally and across the state, employers such as financial services and manufacturing firms need more qualified leaders with BA and BS degrees to help them meet the demands of a complex marketplace. BTC's Associate in Business DTA/MRP program will position you to transfer to a four-year institution to earn your bachelor's degree in business, and pursue a career in a field that is experiencing strong growth nationally.

**Start your bachelor's degree in business at BTC, and finish at a respected Washington state institution**, such as Central Washington University, Eastern Washington University, University of Washington, Washington State University, Western Washington University, Seattle Pacific University, Seattle University, Walla Walla University, and Whitworth University.



*Start your bachelor's degree in business at BTC, and finish at a respected Washington state institution.*

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*The average annual wage in this field is \$96,055, with an earning potential of about \$128,285 per year.\**

## **Business Management**

**Associate of Applied Science Degree**

**Program Length: 6 quarters**

### **Certificate of Completion Options:**

#### **Human Resources Specialist**

**Program Length: 4 classes over 1-3 quarters**

#### **Operations Management**

**Program Length: 4 classes over 1-3 quarters**

#### **Social Media Marketing**

**Program Length: 4 classes over 1-3 quarters**

Choose Bellingham Technical College's two-year Associate in Applied Science degree in Business Management as a pathway to BTC's Bachelor of Applied Science – Operations Management degree.

Graduates are also prepared for careers in industry, government, and non-profit organizations. Students will acquire a background in basic business including accounting, business law, marketing, and economics as well as practical supervisory skills.

In addition to the required core classes, students choose from one of three specialty tracks, each comprising one common course and three specialty courses:

- Human Resources Specialist
- Operations Management
- Social Media Marketing

With the addition of BUS& 101, Introduction to Business, these specialty tracks are also available as short certificates – ideal for incumbent workers seeking to upskill.



# BTC's Bachelor of Applied Science Degree

## General Information

### Take your two-year degree further with BTC's fully online Bachelor of Applied Science degree.

If you've completed an associate degree from an accredited college, BTC's fully online Bachelor of Applied Science degrees allow you to use your existing degree as the first two years of one of our bachelor's programs, so you can earn your bachelor's degree in two years.

Cohorts for BTC's bachelor's programs start in Fall Quarter, but students can start their program entry requirements at any time.

## Operations Management

### Bachelor of Applied Science Degree

Program Length: 6 quarters

This two-year fully online Bachelor of Applied Science in Operations Management degree is designed to meet the needs of working adults who want to advance their careers.

Develop the skills you need to take your career to the next level and train for roles that range from facilities supervisors and managers to VPs and managers of operations in industries such as aerospace, manufacturing, transportation, retail/wholesale, healthcare, IT, and more.

Students will learn about operations management tools and techniques, develop their business skills, and apply them to solve practical problems in their chosen industry.

The employment outlook for operations managers and general managers in Washington state is strong and is expected to grow over the next several years.



*The average annual wage in this field is \$121,921, with an earning potential of about \$158,597 per year.\**

#### \*Wage & Employment Data Sources

Earning potential: Washington State Employment Security Department 2021 Occupational Employment and Wage Estimates ([esd.wa.gov](https://esd.wa.gov)) reflect 2018–21 employment; average annual wage reflects the 50th percentile, and earning potential reflects the 75th percentile of annual wages across Washington state.

Employment data come from the Washington State Board for Community and Technical Colleges and reflect WA/OR employment for students enrolled in BTC between 2017–18 and 2019–20.

To get started, a one-on-one meeting with our program specialist is required:  
[\*\*bachelorprograms@btc.edu\*\*](mailto:bachelorprograms@btc.edu)





Find more information:

[www.btc.edu/admissions](http://www.btc.edu/admissions)

Admissions & Funding checklist:

[www.btc.edu/admissionsteps](http://www.btc.edu/admissionsteps)

### Apply to BTC

Apply at [www.btc.edu/applyonline](http://www.btc.edu/applyonline) and get your ctcLink ID number.

### Apply for Financial Aid

File the Free Application for Federal Student Aid (FAFSA) if you are a U.S. citizen or eligible non-citizen.

<https://studentaid.gov>.

File the Washington Application for State Financial Aid (WASFA) if you are not eligible to complete the FAFSA.

<https://wsac.wa.gov/wasfa>

For other funding resources, visit:

[www.btc.edu/financialresources](http://www.btc.edu/financialresources)

### Assess Your Starting Point

Degree- and certificate-seeking students need to determine their math and English starting points.

BTC offers multiple options to determine where you start in those classes. Visit: [www.btc.edu/assessment](http://www.btc.edu/assessment)

### Meet Your Navigator & Register for Classes

Students will meet with College Navigators for a mandatory GET Started appointment: navigate Goals, create an Education plan, become Tech ready, and register for classes.

Contact Admissions & Registration to schedule your appointment: [admissions@btc.edu](mailto:admissions@btc.edu) or call **360.752.8345**.

Bellingham Technical College does not discriminate on the basis of race, color, national origin, religion, gender identity or expression, sex, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director for Human Resources, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752.8354. BTC publications are available in alternate formats upon request by contacting the Accessibility Resources office at 360.752.8345.

Bellingham Technical College no discrimina en base a raza, color, origen, religión, sexo, discapacidad, militares veteranos dados de baja con honores o estatus militar, orientación sexual o edad en sus programas y actividades. La siguiente persona ha sido designada para manejar las peticiones de información relativas a la no discriminación política: Director ejecutivo de Recursos Humanos, 3028 Lindbergh Avenue, Bellingham, WA 98225, 360.752.8354. Las publicaciones de BTC están disponibles en formatos alternativos a petición, favor de contactar a la Oficina de Servicios de Accesibilidad (Accessibility Resources office) 360.752.8345.



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