- ACCOUNTING
- ADMINISTRATIVE ASSISTANT
- ASSOCIATE IN BUSINESS
- COMPUTER NETWORKING
- COMPUTER SOFTWARE SUPPORT
- DATA ENTRY SPECIALIST
- HEALTH INFORMATION TECHNOLOGY
- LEGAL ADMINISTRATIVE ASSISTANT
- MEDICAL CODING & BILLING GENERALIST
- MEDICAL RECEPTIONIST
- OFFICE ASSISTANT
- PROJECT MANAGEMENT
- RECEPTIONIST
Business & Computer Technology at BTC

BTC’s programs in Business & Computer Technology are ideal for students with an aptitude for any of the following skillsets and interests: technology, troubleshooting, working with computers, assisting the public, customer service, and more!

You’ll learn skills needed for a rewarding career in the fast-paced, ever-changing world of modern business—for large and small employers alike: retail and wholesale companies, finance, insurance, software companies, schools and universities, federal and state government, service industries, manufacturers, and industrial firms.

The employment outlook for program graduates is strong, and students can expect to earn excellent wages. Job opportunities in Business and Computer Technology are plentiful, with high placement rates of gainful employment within nine months of graduation.*

By providing hands-on, high-tech training and solid academic instruction, we help our students reach their goals of high-wage careers, personal satisfaction, and employment stability.

In helping our students fulfill their potential, we also contribute to our community’s economic development. 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. We develop programs around the local employer needs that will prepare our students for high-skill, high-wage jobs—right here in our community.

TRANSFER OPPORTUNITIES AT BTC

BTC’s programs usually have three options for degrees depending on your education goals.

Associate of Applied Science (AAS) degree: A two-year technical degree that allows you to go directly to work in your field.

Associate of Applied Science-Transfer (AAS-T) degree: A two-year technical degree that allows you to either go directly into your field or choose to transfer to a specific program at a four-year college or university.

Associate of Science for Transfer (AS-T) or Major Ready Program (DTA): Allows students to take both General Education courses and major-specific courses in preparation for transfer with junior standing to a four-year college or university.

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 or call 360.752.8345.

Learn more: www.btc.edu/Transfers

*For details regarding BTC career wages and placement, see back pages or visit www.btc.edu/CareerServices
ACCOUNTING

- Associate of Applied Science — Transfer Degree
- Associate of Applied Science Degree
- Certificate of Completion

Program Length: 3-6 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 accounting assistants/technicians, bookkeepers, 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.

About 81% of BTC Accounting students are employed within nine months of graduation. The average annual wage in this field is $37,560, with an earning potential of about $45,739 per year.*

For program entry points, please visit our Programs pages under Degrees & Classes on our website: www.btc.edu

*For details regarding BTC career wages and placement, see back pages or visit www.btc.edu/CareerServices

ADMINISTRATIVE ASSISTANT

- Associate of Applied Science — Transfer Degree
- Associate of Applied Science Degree

Program Length: 5-6 quarters

Train for a career as an administrative assistant, administrative secretary, office administrator, or office manager, and work in your choice of business and office settings. BTC's Administrative Assistant program will prepare you for success in today's business world, as you use your math, communication, and technical reading skills.

The Administrative Assistant program will give you the hands-on and classroom instruction that a variety of employers need. You could work in service firms like education, health, legal, finance, insurance, or real estate. Manufacturing, construction, and transportation companies also hire skilled administrative assistants.

The average annual wage in this field is $37,195, with an earning potential of about $44,429 per year.*

For program entry points, please visit our Program pages under Degrees & Classes on our website: www.btc.edu

*For details regarding BTC career wages and placement, see back pages or visit www.btc.edu/CareerServices
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 a Washington state college or university. 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.

For program entry points please visit our Program pages under Degrees & Classes on our website: www.btc.edu

COMPUTER NETWORKING

• Associate of Applied Science — Transfer Degree
• Associate of Applied Science Degree

**Program Length:** 6 quarters

COMPUTER NETWORK SUPPORT

• Certificate of Completion

**Program Length:** 3 quarters

Choose BTC’s Computer Networking program to train for positions such as network technician, network specialist, network administrator, network security administrator, help desk specialist, or Local Area Network (LAN) technician. Learn how to manage computer networks, troubleshoot and repair computer systems, and design, install, and maintain LANs.

Graduates will find employment opportunities with computer support firms or with small- to large-sized companies that use computer networks, such as financial institutions, insurance companies, schools and universities, a range of corporations, and federal, state, and local government agencies.

The average annual wage in this field is $73,117, with an earning potential of about $86,486 per year.*

For program entry points please visit our Program pages under Degrees & Classes on our website: www.btc.edu

*For details regarding BTC career wages and placement, see back pages or visit www.btc.edu/CareerServices

www.btc.edu
DATA ENTRY SPECIALIST
- Certificate of Completion
  Program Length: 3-4 quarters

Choose this program to train as a data entry specialist, clerk typist, note reader, or word processor. With BTC’s Data Entry Specialist program, you’ll have valuable skills needed by employers in nearly every sector. Some data specialists telecommute, working from their homes on computers linked to their employer’s main office.

The average annual wage in this field is $30,188, with an earning potential of about $37,086 per year.*

For program entry points please visit our Program pages under Degrees & Classes on our website: www.btc.edu

HEALTH INFORMATION TECHNOLOGY
- Certificate of Completion
  Program Length: 3 quarters

Choose BTC’s Health Information Technology program if you are interested in working in an up-and-coming sector of the healthcare field. Health IT professionals use their systems management skills and knowledge of the healthcare environment to help hospitals and healthcare providers transition to electronic health records, cut healthcare costs, and improve patient care. No prior computer experience is needed to apply to this program.

BTC’s Health IT program offers classroom theory and hands-on experience in computer network systems management for healthcare. Students learn to troubleshoot and repair computer systems, and to design, install, and maintain Local Area Networks (LANs). They also gain an in-depth understanding of the healthcare industry—from information security to the latest healthcare trends.

The Health IT field is growing, and the U.S. Bureau of Labor Statistics projects a 20 percent increase in jobs through 2020. Healthcare support occupations are forecasted to grow by 34.5 percent.

With a certificate in Health IT, you’ll be prepared to earn employer-valued industry certifications, including: Certified Associate in Healthcare Information & Management Systems, CompTIA Network+ Certification, and CompTIA A+ Certification. You’ll be ready to work as a computer support technician or specialist, help desk support, network technician, or in health IT management.

Health IT program graduates interested in advancing their educations are eligible to return to BTC and complete their AAS degree in Computer Networking—which only takes about a year!

The average annual wage in this field is $50,669, with an earning potential of about $62,525 per year.*

For program entry points please visit our Program pages under Degrees & Classes on our website: www.btc.edu

Funded by the Dept. of Labor, Education & Training Administration, Grant#TC-23745-12-60-A-53

*For details regarding BTC career wages and placement, see back pages or visit www.btc.edu/CareerServices

www.btc.edu

www.btc.edu

COMPUTER SOFTWARE SUPPORT
- Associate of Applied Science —Transfer Degree
- Associate of Applied Science Degree
  Program Length: 5-6 quarters

COMPUTER APPLICATIONS SPECIALIST
- Certificate of Completion
  Program Length: 3-4 quarters

If you enjoy combining technical and customer service skills in a variety of business and office settings, here’s a program to consider. Our Computer Software Support Technology program will train you for a rewarding career as a computer support specialist, software specialist, help desk specialist, training and support coordinator, or PC support specialist.

You’ll learn valuable skills needed by companies ranging from hospitals to financial institutions, large corporations, school districts, and universities. Hardware and software manufacturers also hire program graduates to work as customer service representatives and help desk personnel.

The average annual wage in this field is $50,669, with an earning potential of about $62,525 per year.*

For program entry points please visit our Program pages under Degrees & Classes on our website: www.btc.edu
LEGAL ADMINISTRATIVE ASSISTANT

- Associate of Applied Science—Transfer Degree
- Associate of Applied Science Degree

**Program Length:** 6 quarters

LEGAL ASSISTANT

- Certificate of Completion

**Program Length:** 3 quarters

If you have a high attention to detail and are looking for a solid career in the legal field, choose this program to prepare to be a legal administrative assistant, legal receptionist, or legal secretary. Employment choices are many for highly-skilled workers in this field.

BTC’s Legal Administrative Assistant program will provide you a wide range of skills to use with employers such as law firms, government offices, real estate firms, and corporate offices. The average annual wage in this field is $43,654, with an earning potential of about $54,974 per year.*

For program entry points please visit our Program pages under Degrees & Classes on our website: www.btc.edu

MEDICAL CODING & BILLING GENERALIST

- Certificate of Completion

**Program Length:** 3-4 quarters

Train for a career as a medical records and health information technician, or a billing and posting clerk, through BTC’s Medical Coding & Billing Generalist program.

Program graduates typically work for hospitals, physicians offices, insurance companies, extended care facilities, and home healthcare firms. The average annual wage in this field is $36,285, with an earning potential of about $45,219 per year.*

For program entry points please visit our Program pages under Degrees & Classes on our website: www.btc.edu

MEDICAL RECEPTIONIST

- Certificate of Completion

**Program Length:** 2 quarters

If you like working with people in a medical setting with lots of variety, then choose the Medical Receptionist program. You’ll gain the knowledge and valuable skills employers in the health care industry need. You might work in a hospital, physician’s office, dental office, or healthcare clinic. The average annual wage in this field is $38,401, with an earning potential of about $46,426 per year.*

For program entry points please visit our Program pages under Degrees & Classes on our website: www.btc.edu

*For details regarding BTC career wages and placement, see back pages or visit www.btc.edu/CareerServices
OFFICE ASSISTANT
• Certificate of Completion
Program Length: 3 quarters
Choose this program to train for a career as a receptionist or office assistant. Employers such as physician’s offices, law firms, temporary help agencies, and consulting firms are in need of skilled office staff. You could also work for manufacturing and industrial firms, telecommunications companies, and retail and wholesale organizations, plus many other businesses that need office clerical support.
The average annual wage in this field is $30,665, with an earning potential of about $37,461 per year.*
For program entry points please visit our Program pages under Degrees & Classes on our website: www.btc.edu

*For details regarding BTC career wages and placement, see back pages or visit www.btc.edu/CareerServices

PROJECT MANAGEMENT
• Certificate of Completion
Program Length: 1-2 quarters
You’ll be ready for an exciting career as a project manager after completing this program. Project managers are in high demand in today’s competitive, high-tech business world. BTC’s Project Management program will help leverage your employment in service industries, insurance and financial services firms, manufacturers, and government agencies.
Students in the Project Management program are usually working professionals who wish to increase their skills and prepare for project management responsibilities.
The average annual wage in this field is $98,527, with an earning potential of about $126,048 per year.*
For program entry points please visit our Program pages under Degrees & Classes on our website: www.btc.edu

RECEPTIONIST
• Certificate of Completion
Program Length: 2-3 quarters
Choose this program to train for a career as a receptionist or office assistant. Employers such as physician’s offices, law firms, temporary help agencies, and consulting firms are in need of skilled office staff. You could also work for manufacturing and industrial firms, telecommunications companies, and retail and wholesale organizations, plus many other businesses that need office clerical support.
The average annual wage in this field is $28,277, with an earning potential of about $33,322 per year.*
For program entry points please visit our Program pages under Degrees & Classes on our website: www.btc.edu

*For details regarding BTC career wages and placement, see back pages or visit www.btc.edu/CareerServices

www.btc.edu
Professional Technical Education

At BTC you can choose from more than 37 degree programs and 51 certificates in multiple program areas that will prepare you for a new career with a living wage or for transfer to a four-year college or university.

Different Degrees and Certificate Types

DTA/MRP: Direct Transfer Agreements/Major Related Programs or AS-T: Direct Transfer Agreements/Associate of Science for Transfer degrees are for students who want to pursue a bachelor's degree at a four-year institution. Completion of this degree prepares students to transfer with junior status to a participating college or university.

AAS-T: Associate of Applied Science Transfer degree allows students the opportunity to build upon the technical courses required for job preparation and includes general education classes that transfer to four-year institutions.

AAS: Associate of Applied Science degree prepares students to enter the workforce after graduation. Some of the credits may transfer to other educational institutions.

C: Certificates are shorter programs that can improve your skills in occupational fields and may qualify you for a higher salary.

Getting Started is Easy!

1. **Apply to BTC & Apply for Financial Aid**
   - Complete the free online application at [www.btc.edu/ApplyOnline](http://www.btc.edu/ApplyOnline)
   - You’ll be emailed a Student Identification Number (SID), a college-assigned number specific to you.
   - To apply for financial aid, complete the Free Application for Federal Student Aid (FAFSA) online. Use BTC college code 016227. Learn more at [www.btc.edu/FinancialAid](http://www.btc.edu/FinancialAid)
   - See if you are eligible for support through Workforce Funding: [www.btc.edu/WorkforceFunding](http://www.btc.edu/WorkforceFunding)
   - Apply for the $500 New Student Admissions Scholarship!

2. **Assess your Starting Point**
   - Degree- or certificate-seeking students need to determine their math and English starting points. Placement may be determined using previous college transcripts, placement tests you have already taken, or by taking the Accuplacer test.
   - Need to test? We recommend you refresh and review your skills before you test. Go to [www.btc.edu/Assessment](http://www.btc.edu/Assessment) for helpful study guides and the drop-in testing schedule and payment options.
   - A $25 testing fee is required for the Accuplacer test.

3. **Advising & Registration**
   - It is required that new students attend an advising and registration session, where you will learn about important campus resources and register for courses.
   - You will schedule your session online (you will receive email instructions) OR contact Admissions at 360.752.8345

4. **Prepare to Attend**
   - **Pay:** Tuition and fees must be paid and funded by the published payment deadlines. Payment can be made at the cashier in College Services 110, or online at [www.btc.edu/Pay](http://www.btc.edu/Pay)
   - **Attend New Student Orientation Kick-Off:** New students are required to attend the New Student Orientation Kick-off the day before the quarter begins. The three-hour event is for students to make connections, learn about resources, meet faculty, take a tour of the program areas, and attend an optional Computer Boot Camp. Sign-up online at [www.btc.edu/Events](http://www.btc.edu/Events)

*Employment and Wage Data Sources

BTC graduate employment rates: Career Bridge (careerbridge.wa.gov), June 2012; reflects 2006–2009 program graduates


BTC Mission
Bellingham Technical College provides student-centered, high-quality professional technical education for today’s needs and tomorrow’s opportunities.

BTC Vision
Bellingham Technical College will be a recognized leader in providing innovative and effective technical education, maximizing student potential and supporting the regional economy through development of a competitive workforce.

3028 Lindbergh Avenue
Bellingham, WA 98225
360.752.7000
www.btc.edu