Bellingham Technical College

BUSINESS PROGRAMS

ACCOUNTING TECHNICIAN
ADMINISTRATIVE ASSISTANT
ASSOCIATE IN BUSINESS (DTA/MRP)
BUSINESS MANAGEMENT
MEDICAL ADMINISTRATION
OFFICE ASSISTANT

BACHELOR OF APPLIED SCIENCE:
OPERATIONS MANAGEMENT

www.btc.edu
About Bellingham Technical College

Bellingham Technical College has been training students for in-demand, high-paying careers for more than 60 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.

On our vibrant campus in the heart of Bellingham, we educate a diverse population of over 5,000 students in 39 associate degrees, 55 certificate programs and two bachelor of applied science degrees.

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

Our approach is high-tech, hands-on, and student-centered. Smaller classes mean our dedicated 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 the nursing simulation lab.

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

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

Business programs at BTC

BTC’s programs in Business are ideal for students with an aptitude for working with people, planning, and organization, who want to build their leadership, communication and managerial skills.

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

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

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 Degree Options

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

Associate of Applied Science-Transfer (AAS-T) degree:
A two-year associate degree with transferable general education courses that allows you to either go directly into your field, transfer to a specific program at a four-year college or university, or prepare for your bachelor of applied science degree at BTC.

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 or call 360.752.8345

Learn more: www.btc.edu/transfers

*Wage & Employment Data Sources
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.

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 74% of BTC Accounting Technician students are employed within nine months of graduation. The average annual wage in this field is $43,638, with an earning potential of about $52,291 per year.*

About 82% of BTC Administrative Assistant students are employed within nine months of graduation. The average annual wage in this field is $41,330, with an earning potential of about $50,627 per year.*
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.

The average annual wage in this field is $105,296, with an earning potential of about $156,021 per year.*
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 $50,835, with an earning potential of about $63,981 per year.*

Choose this program to train for a career as a receptionist or office assistant. Employers such as physician’s offices, law firms, and businesses are in need of skilled office staff.

Upon successful completion, students could also work for manufacturing and industrial firms, telecommunications companies, and retail and wholesale organizations.

The average annual wage in this field is $37,211, with an earning potential of about $46,426 per year.*
If you’ve completed an associate degree from an accredited college, BTC’s 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.

For students interested in getting their associate degree and bachelor’s degree at BTC, please take the AAS-T track in your chosen program. Cohorts for BTC’s bachelor’s programs start in Fall Quarter, but students can start their program entry requirements at any time.

**BTC’S BACHELOR OF APPLIED SCIENCE DEGREE**

**General Information**

BTC’s fully online, two-year bachelor’s degree in Operations Management 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.

**OPERATIONS MANAGEMENT**

Bachelor of Applied Science Degree

Program Length: 6 quarters

The average annual wage in this field is $105,269–$119,787, with an earning potential of about $154,895 per year.*

To get started, a one-on-one meeting with our program specialist is required:

bachelorprograms@btc.edu

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*Wage & Employment Data Sources

**Earning potential:** Washington State Employment Security Department 2018 Occupational Employment and Wage Estimates (esd.wa.gov) reflect 2014–17 employment; average annual wage reflects the 50th percentile, and earning potential reflects the 75th percentile of annual wages across Washington state.

Get started at BTC today!
Find more information: www.btc.edu/admissions
Print a checklist: www.btc.edu/admissionsteps

Apply to BTC & Apply for Financial Aid
Apply at www.btc.edu/applyonline and get your Student Identification Number (SID).
Complete the Free Application for Federal Student Aid (FAFSA) online at www.btc.edu/financialaid
Use BTC college code 016227.

Assess Your Starting Point
Degree- and certificate-seeking students need to determine their math and English starting points.
Some programs require certain placement scores before starting program classes. BTC uses multiple measures to determine placement, including assessment testing. Visit: www.btc.edu/assessment

Advising & Registration
Students will meet with Advising and Career Services staff for a mandatory GET Started appointment:
navigate Goals, create an Education Plan, become Tech Ready, and register for classes. Contact Admissions & Advising to schedule your appointment:
admissions@btc.edu or call 360.752.8345.

Prepare to Attend
Participate in New Student Orientation to learn about campus resources and what to expect before your first quarter.
Sign up: www.btc.edu/events
Pay tuition and fees: www.btc.edu/tuition
Buy textbooks: www.btc.edu/campusstore

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