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
FORGE YOUR OWN PATH

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.

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.

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.

www.btc.edu/Business
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 or call 360.752.8345.

Learn more: www.btc.edu/transfers

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**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.**

*Wage & Employment Data Sources

**Earning potential:** Washington State Employment Security Department 2021 Occupational Employment and Wage Estimates (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.


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’áʔaq (Nooksack) Tribe of the Coast Salish peoples, as well as the original territory of the sʔémaš (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.
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.

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.*

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.

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

www.btc.edu
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.

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

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.*

To get started, a one-on-one meeting with our program specialist is required: bachelorprograms@btc.edu

*Wage & Employment Data Sources
Apply to BTC
Apply at 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

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

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 or call 360.752.8345.

Find more information:
www.btc.edu/admissions
Admissions & Funding checklist: www.btc.edu/admissionsteps