



BUSINESS TECHNOLOGY ADMINISTRATIVE ASSISTANT PROGRAM

Whatcom Tech Prep Career Map

Bellingham Technical College

Contact Admissions & Advising: 360-752-8345



3. Complete Your College Degree

**Associate in Applied Science Degree
Administrative Assistant**
108 credits

2. Choose a College Certificate

**Certificate
Office Assistant**
67 credits

**Certificate
Receptionist**
47 credits



1. Start in High School

Qualifying Tech Prep High School Classes (2-42 credits)			
High school class name(s)	BTC class number	BTC class name	Credits
Accounting I & II	ACCT 141	Financial Accounting I	5
Computer Applications; DigiTools; Technology Connections	CAP 101 or CAP 199	Introduction to Computers	5
Computer Applications; DigiTools; Technology Connections	CAP 105	Computerized Touch Keyboarding	2
Computer Applications I & II	CAP 106	Formatting with MS Word	4
Computer Applications I & II	CAP 138	MS Word	5
Computer Applications I & II	CAP 142	MS Excel	5
Computer Applications and advanced	CAP 146	MS Access	5
Computer Applications	CAP 148	MS PowerPoint	3
Personal Finance	BUS 150	Mathematics for Business	5
Business Math	BUS 100	Electronic Math Applications	3

For information about the Tech Prep Program at your high school click on www.whatcomtechprep.org or contact techprep@btc.ctc.edu

*See BTC website or catalog for specific requirements for each specialty program area and Bachelor Degree options at State Public and Private Colleges
<http://www.btc.ctc.edu/CourseDocs/indexCourseDocs.html>

