



BUSINESS TECHNOLOGY BUSINESS PROGRAM SPECIALTIES

Whatcom Tech Prep Career Map

Bellingham Technical College

Contact Admissions & Advising: 360-752-8345

**3. Complete
Your College
Certificate**

**Certificate
Clerical Assistant**
22 credits

**Certificate
Office Assistant**
67 credits

**Certificate
Receptionist**
47 credits

**2. Choose a
College
Certificate**

**Certificate
Bookkeeping
Assistant**
24 credits

**Certificate
Data Entry
Specialist**
40 credits

**Certificate
Business &
Supervision
Management**
33 credits

**Connect
to your
future
NOW!**

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 148	MS PowerPoint	3
Computer Applications I & II and advanced	CAP 142	MS Excel	5
Computer Applications and advanced	CAP 146	MS Access	5
Personal Finance	BUS 150	Mathematics for Business	5
Business Math	BUS 100	Electronic Math Applications	3

**1. Start in
High
School**

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
<http://www.btc.ctc.edu/CourseDocs/indexCourseDocs.html>

