



**BUSINESS TECHNOLOGY
BUSINESS ADMINISTRATION**
Whatcom Tech Prep Career Map
Whatcom Community College
Contact Entry & Advising: 360-676-2170 x3320



3. Complete Your College Degree

**Associate in Science Degree
Business Administration**
90 credits

2. Complete Your College Certificate

**Certificate
Accounting**
51-61 credits

**Certificate
Business Information Systems**
45-50 credits

**Certificate
Hospitality & Tourism Business Management**
45 credits

Qualifying Tech Prep High School Classes (1-40 credits)

High school class name(s)	WCC class number	WCC class name	Credits
Tech Connections; DigiTools	OFFAD 100	**Beginning Keyboarding	2
Computer Applications I	BIS 101	Introduction to Business Computing	3
Computer Applications I & II	BIS 121	Word Processing I	3
Computer Application II	BIS 141	Spreadsheets I	3
Computer Applications II	BIS 161	Database Mgmt I	3
Computer Applications I & II	BIS 181	Introduction to Presentation Software	3
Accounting I	OFFAD 107	The Accounting Cycle	5
Accounting II	OFFAD 110	Accounting for AR/AP & Inventory	5
Personal Finance; Business Algebra	BUSAD 100	Business Math	5
Business Math	OFFAD 106	Using an Electronic Desk Calculator	2
REAL Enterprises I & II	BUSAD108	Principles of Marketing	5
Work Experience/Internships	CO-OP 180	Preparing for Work-Based-Learning	1



1. Start in High School

****Keyboarding competency is prerequisite skill**

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

*Many courses in this degree are transferable. See WCC website for specific program requirements and Bachelor Degree options at State Public and Private Colleges. <http://www.whatcom.ctc.edu/programs>

