



BUSINESS TECHNOLOGY OFFICE ADMINISTRATION

Whatcom Tech Prep Career Map

Whatcom Community College

Contact Entry & Advising: 360-676-2170 x3320

*Bachelors Degree



3. Complete Your College Degree

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

2. Complete Your College Certificate

**Certificate
Office Administration**
48-56 credits

**Training Endorsement
Payroll**
28 credits

**Training Endorsement
Clerical Assistant**
29 credits

**Training Endorsement
Accounts Payable/
Accounts Receivable**
28 credits

Connect to your future NOW!

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	Accounting Cycle	5
Accounting II	OFFAD 110	Accounting for AP/AR & Inventory	5
Personal Finance; Business Algebra	BUSAD 100	Business Math	5
Business Math	OFFAD 106	Using an Electronic Desk Calculator	2
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

*See WCC website for specific requirements for each specialty program area and Bachelor Degree options at State Public and Private Colleges <http://www.whatcom.ctc.edu/programs>

