



Management, Business & Computer Technology



- ACCOUNTING
- ADMINISTRATIVE ASSISTANT
- BOOKKEEPING ASSISTANT
- BUSINESS & SUPERVISION MANAGEMENT
- CLERICAL ASSISTANT
- COMPUTER NETWORKING
- COMPUTER SOFTWARE SUPPORT
- CUSTOMER SERVICE MANAGEMENT
- HUMAN RESOURCE MANAGEMENT
- LEADERSHIP MANAGEMENT
- LEGAL ADMINISTRATIVE ASSISTANT
- MEDICAL CODING & BILLING
- MEDICAL RECEPTIONIST
- OFFICE ASSISTANT
- RETAIL MANAGEMENT



About Bellingham Technical College



Bellingham Technical College is a leading educational institution and the only technical college in northwest Washington State. BTC offers high-quality education in a supportive, student-first environment.

At our vibrant campus, conveniently located in the heart of Bellingham, we educate a diverse population of over 8,000 students in more than thirty associate degree and fifty certificate programs.

BTC students prepare for careers in many fields, from advanced manufacturing to accounting; process technology to precision machining; registered nursing to radiologic technology.

Our approach is high-tech, hands-on, and student-centered. Smaller classes mean your instructors really know you, and most programs are structured so you'll remain with your group throughout. At every step, you'll know that BTC faculty and staff are here to support you in pursuit of your goals.

Bellingham Technical College provides equal opportunity in education, employment and access to all persons. Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Human Resources Office, Building A, Room A2, or call 360.752.8354 or 752.8515/TTY.

Management, Business & Computer Technology at BTC

BTC's programs in Management, Business & Computer Technology are ideal for students with an aptitude for organization, English, and computers, as well as those interested in developing leadership abilities and managing people in businesses of all kinds.

You'll learn skills needed for a rewarding career in the fast-paced, ever-changing world of modern business—for large and small employers alike: retail and wholesale companies, finance, insurance, software companies, schools and universities, federal and state government, service industries, manufacturers, and industrial firms. You can even learn how to operate a business of your own!

The employment outlook for program graduates is strong, and students can expect to earn excellent wages. Job opportunities in Management, Business & Computer Technology are plentiful, with high placement rates of gainful employment within nine months of graduation.*

By providing hands-on, high-tech training and solid academic instruction, we help our students reach their goals of high-wage careers, personal satisfaction, and employment stability.

In helping our students fulfill their potential, we also contribute to our community's economic development. 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. We develop programs around the local employer needs that will prepare our students for high-skill, high-wage jobs—right here in our community.

TRANSFER OPPORTUNITIES

BTC offers Associate of Applied Science - Transfer Degrees—so you can start your college education here at BTC, with the possibility for transferring to a four-year institution in our state or around the country.

Please see our website for complete information: <http://www.btc.ctc.edu/StuServices/TransferOptions/TransferOptions.asp>

ACCOUNTING

- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science – Transfer Degree

Program Length: Approx. 3-6 quarters

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 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.

Accounting graduates are in high demand. The average placement rate for graduates is 95%, and the typical starting wage for this field is around \$14 per hour, with an earning potential of approximately \$24 per hour.*

This program's entry points are typically fall, winter, spring, and summer quarters. Students may enroll full- or part-time. General education and program-specific classes are offered days, evenings, and online. Check our website for this program's specific class times.



ADMINISTRATIVE ASSISTANT

- Associate of Applied Science Degree
- Associate of Applied Science – Transfer Degree

Program Length: Approx. 5-6 quarters

Train for a career as an administrative assistant, administrative secretary, office administrator, or office manager and work in your choice of business and office settings. BTC's Administrative Assistant program will prepare you for success in today's business world, as you use your math, communication, and technical reading skills—and discover your personal strengths.

The Administrative Assistant program will give you the hands-on and classroom instruction that all kinds of employers need. You could work in service firms like education and health, legal and finance, insurance or real estate. Manufacturing, construction, and transportation companies also hire skilled administrative assistants.

The average placement rate for Administrative Assistant graduates is 85%, and the typical starting wage for this field is around \$14 - 16 per hour,** with an earning potential of approximately \$26 per hour.*

This program's entry points are typically fall, winter, spring, and summer quarters. Students may enroll full- or part-time. General education and program-specific classes are offered days, evenings, and online. Check our website for this program's specific class times.

BOOKKEEPING ASSISTANT

- Certificate of Completion

Program Length: 4 quarters, part-time

After completing this program you will be prepared to work right away as a bookkeeping assistant, accounts receivable/accounts payable clerk, ledger clerk, or payroll clerk.

You'll learn how to prepare reports and spreadsheets, and keep the financial records that are vital to every business. Employers who hire graduates from the Bookkeeping Assistant program include almost every business sector, from wholesale and retail businesses, to health and education organizations, government offices, and business service firms such as legal, accounting, and insurance.

Typical starting wages for this field are around \$11 - 13 per hour, with an earning potential of approximately \$23 per hour.**

This program's entry points are typically fall, winter, spring, and summer quarters. To enroll in this part-time program's evening classes, only an admissions application is required. Check our website for specific class times.

BUSINESS & SUPERVISION MANAGEMENT

- Certificate of Completion

Program Length: Approx. 4-5 quarters

Looking for a program that will help you improve your managerial skills or advance in your career? Then choose BTC's Business & Supervision Management program, where you'll learn how to supervise and direct people, delegate successfully, hire and develop employees, and apply your problem-solving skills in a wide variety of professional settings.

Stay ahead of the crowd in today's competitive business world and distinguish yourself to employers large and small. Or, learn the skills necessary to move forward with your current employer as department head, office manager, supervisor, operations manager, foreman, or small business manager.

Business & Supervision Management students are usually working professionals, so salary ranges vary, depending on the field.

This program's entry points are typically fall, winter, spring, and summer quarters. To enroll in this part-time program's evening classes, only an admissions application is required. Check our website for specific class times.

CLERICAL ASSISTANT

- Certificate of Completion

Program Length: Approx. 3 quarters, part-time

This program will train you for positions such as office assistant, office clerk, information clerk, file clerk, clerical assistant, or data entry clerk. Learn paper and electronic file organization and maintenance, office machinery, and how to use database, document, and spreadsheet software.

You'll graduate with valuable skills you can use immediately, in all types of organizations, such as manufacturing and construction firms, wholesale and retail businesses, financial, investment, and insurance companies, and federal, state, and local government agencies.

Typical starting wages for this field are around \$9 - 10 per hour, with an earning potential of approximately \$18 per hour.**

This program's entry points are typically fall, winter, spring, and summer quarters. To enroll in this part-time program's evening classes, only an admissions application is required. Check our website for specific class times.

COMPUTER NETWORKING

- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science – Transfer Degree

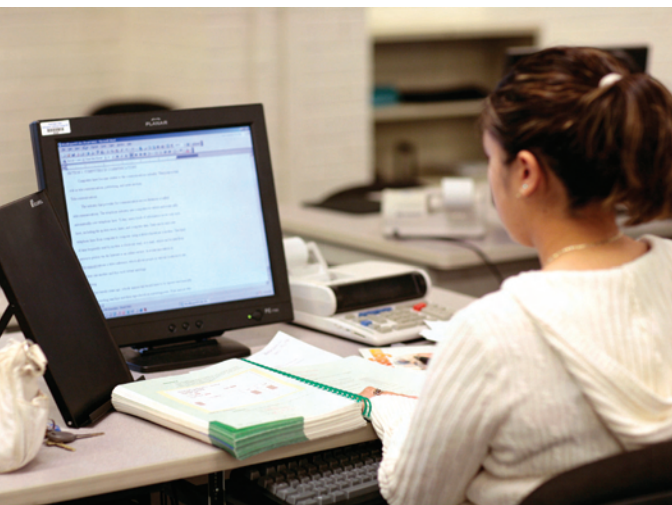
Program Length: Approx. 3-6 quarters

Choose BTC's Computer Networking program to train for positions such as network technician, network specialist, network administrator, and network security administrator, or Local Area Network (LAN) technician. Learn how to manage computer networks, troubleshoot and repair computer systems, and design, install, and maintain LANs.

Graduates will find employment opportunities with computer support firms or with small- to large-sized companies that use computer networks, such as financial institutions, insurance companies, schools and universities, a range of corporations, and federal, state, and local government agencies.

The average placement rate for Computer Networking program graduates is 82%, and typical starting wages for this field are around \$14 per hour, with an earning potential of approximately \$28 per hour.*

This program's entry points are typically fall, winter, and spring quarters. General education and program-specific classes are offered days, evenings, and online. Check our website for this program's specific class times.



COMPUTER SOFTWARE SUPPORT

- Associate of Applied Science Degree
- Associate of Applied Science – Transfer Degree

Program Length: Approx. 5-6 quarters

COMPUTER APPLICATIONS SPECIALIST

- Certificate of Completion

Program Length: Approx. 3-4 quarters

Here's a program to consider if you enjoy combining technical and customer service skills in a variety of business and office settings. Our Computer Software Support program will train you for a rewarding career as a computer support specialist, software specialist, help desk specialist, training and support coordinator, or PC support specialist.

You'll learn valuable skills needed by companies ranging from hospitals to financial institutions, large corporations, school districts, and universities. Hardware and software manufacturers also hire program graduates to work as customer service representatives and help desk personnel.

The average placement rate for Computer Software Support program graduates is 100%, and typical starting wages for this field are around \$13 per hour, with an earning potential of approximately \$28 per hour.*

This program's entry points are typically fall, winter, spring, and summer quarters. Students may enroll full- or part-time. General education and program-specific classes are offered days, evenings, and online. Check our website for this program's specific class times.



CUSTOMER SERVICE MANAGEMENT

- Certificate of Completion

Program Length: Approx. 3-4 quarters, part-time

Choose BTC's Customer Service Management program and work in a wide variety of industries, including service, finance, information, or manufacturing. No matter where you currently work, adding specialized skills will help you move forward in your customer service career!

Upon graduation from this program, you'll be ready to work as a customer service representative or manager for employers like telecommunications firms, wholesale and retail operations, banking, insurance, and business support service companies.

Customer Service Management students are usually working professionals and salary ranges vary depending on the field.

This program's entry points are typically fall, winter, spring, and summer quarters. To enroll in this part-time program's evening classes, only an admissions application is required. Check our website for specific class times.

HUMAN RESOURCE MANAGEMENT

- Certificate of Completion

Program Length: Approx. 4-5 quarters, part-time

Choose BTC's Human Resource Management program to train for a career as a human resources assistant or manager. This program is also geared toward small business owners and professionals who are ready to advance their careers.

Employers in nearly every sector hire our graduates as employment managers, recruiters, affirmative action coordinators, employment interviewers and employee benefits managers.

Human Resource Management students are usually working professionals, so salary ranges vary, depending on the field.

This program's entry points are typically fall, winter, spring, and summer quarters. To enroll in this part-time program's evening classes, only an admissions application is required. Check our website for specific class times.

LEADERSHIP MANAGEMENT

- Certificate of Completion

Program Length: Approx. 3 quarters

If you're up for the challenge of developing your leadership skills, this program is for you! Train for a career in management in administrative services, operations, or human resources. Employers also hire program graduates to be training specialists, and logistics and marketing consultants.

Great leaders are developed, not born—so check out BTC's Leadership Management program to develop the skills you need to be a better leader.

Leadership Management students are usually working professionals, so salary ranges vary, depending on the field.

This program's entry points are typically fall, winter, spring, and summer quarters. To enroll in this part-time program's evening classes, only an admissions application is required. Check our website for specific class times.

LEGAL ADMINISTRATIVE ASSISTANT

- Certificate of Completion
- Associate of Applied Science Degree
- Associate of Applied Science – Transfer Degree

Program Length: Approx. 3-6 quarters

If you have a high attention to detail and are looking for a solid career in the legal field, choose this program to prepare to be a legal administrative assistant, legal receptionist, or legal secretary. Employment choices are many for highly-skilled workers in this field.

BTC's Legal Administrative Assistant program will provide you a wide range of skills to use with employers such as law firms, government offices, real estate firms, and corporate offices.

Typical starting wages for this field are around \$13 per hour, with an earning potential of approximately \$21 per hour.**

This program's entry points are typically fall, winter, spring, and summer quarters. Students may enroll full- or part-time.

General education and program-specific classes are offered days, evenings, and online. Check our website for this program's specific class times.

MEDICAL CODING

- Certificate of Completion

Program Length: Approx. 5 quarters, part-time

Combine your interest in health care with your organizational, analytical, and evaluation skills when you enroll in the Medical Coding program and train for a career as a medical coding specialist.

Medical Coding program graduates typically work in hospitals, physician offices, insurance companies, extended care facilities and health care clinics.

Typical starting wages for this field are around \$10 – 11 per hour, with an earning potential of approximately \$23 per hour.**

This program's entry points are typically fall, winter, spring, and summer quarters. To enroll in this part-time program's evening classes, only an admissions application is required. Check our website for specific class times.

MEDICAL CODING & BILLING GENERALIST

- Certificate of Completion

Program Length: Approx. 3-4 quarters

Train for a career as a medical records and health information technician or a billing and posting clerk through BTC's Medical Coding & Billing Generalist program.

Program graduates typically work for hospitals, physician offices, insurance companies, extended care facilities and home health care firms.

The employment rate for this field is around 90%,* and typical starting wages are \$10 – 11 per hour, with an earning potential of approximately \$23 per hour.**

This program's entry points are typically fall and winter quarters. General education and program-specific classes are offered days, evenings, and online. Check our website for this program's specific class times.

MEDICAL INSURANCE BILLING

- Certificate of Completion

Program Length: Approx. 4 quarters

BTC's Medical Insurance Billing program will give you the skills you need for a career as a medical insurance specialist or biller. Employers who need the expertise of medical insurance specialists include hospitals, extended care facilities, medical practices, clinics, mental health facilities, home health care agencies, and health insurance firms.

The average employment rate for Medical Insurance Billing program graduates is 92%, and typical starting wages for this field are around \$11 per hour, with an earning potential of approximately \$25 per hour.** This program's entry points are typically fall, winter, spring, and summer quarters. To enroll in this part-time program's evening classes, only an admissions application is required. Check our website for specific class times.

MEDICAL RECEPTIONIST

- Certificate of Completion

Program Length: Approx. 2 quarters

If you like working with people in a medical setting with lots of variety, then choose the Medical Receptionist program. You'll gain the knowledge and valuable skills employers in the health care industry need. You might work in a hospital, physician's office, dental office, or health care clinic.

The average placement rate for Medical Receptionist program graduates is 100%, and typical starting wages for this field are around \$13 - 14 per hour,** with an earning potential of approximately \$22 per hour.**

This program's entry points are typically fall, winter, spring, and summer quarters. General education and program-specific classes are offered days, evenings, and online. Check our website for this program's specific class times.

OFFICE ASSISTANT

- Certificate of Completion

Program Length: Approx. 3 quarters

RECEPTIONIST

- Certificate of Completion

Program Length: Approx. 2-3 quarters

Choose this program to train for a career as a receptionist or office assistant. Employers such as physicians' offices, law firms, temporary help agencies, and consulting firms are in need of skilled office staff. You could also work for manufacturing and industrial firms, telecommunications companies, and retail and wholesale organizations, plus many other businesses that need office clerical support.

Typical starting wages for this field are around \$10 per hour, with an earning potential of approximately \$16 per hour.**

This program's entry points are typically fall, winter, spring, and summer quarters. Students may enroll full or part-time. General education and program-specific classes are offered days, evenings, and online. Check our website for this program's specific class times.

RETAIL MANAGEMENT

- Certificate of Completion

Program Length: Approx. 3-4 quarters, part-time

Learn or sharpen valuable skills like marketing, human relations, communication, human resource management, and accounting in this program. Then, work for a wide variety of employers in the fast-paced retail industry.

Retail managers are in demand in large and small retail operations, department stores, grocery retailers, and specialty stores.

Students in the Retail Management program are usually working professionals who wish to increase their skills and prepare for project management responsibilities.

This program's entry points are typically fall, winter, spring, and summer quarters. To enroll in this part-time program's evening classes, only an admissions application is required. Check our website for specific class times.

Your Career Starts Here

Washington State will need almost 33,000 workers with one to two years of post high school training by 2012 to fill jobs like surgical technician, welder, auto mechanic, dental hygienist and accounting technician. Employers are having difficulty finding workers with the strong education and training they need.

90% of the nation's fastest growing jobs require some form of postsecondary education.***

Here at BTC, we are providing that education, so our students are ready with the skills employers want now.

Other Programs you may be Interested in:

Culinary Arts

Pastry

Hypnotherapy

Child Development

Personal Trainer

Construction Management

www.btc.ctc.edu

Wage Source

* For details regarding BTC career wages and placement, visit www.btc.ctc.edu/careerservices . U.S. Department of Labor

** Sources: US Chamber of Commerce, Career & Technical Education, US Department of Labor; America's Forgotten Jobs: 200, EMSI's January 2009 Investment, Innovation, Impact study, www.workforceexplorer.com.

*** U.S. Department of Labor

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Getting Started at BTC

Admissions Office: College Services, Room 102

Ph. 360.752.8345 www.btc.ctc.edu/StuServices/Admissions

Career and Counseling Services

If you are unsure of your educational goals and would like assistance in career exploration contact the Counseling and Career Center at 360.752.8450.

Admission & Registration Steps

- 1 Fill out the Admissions Application form** and submit to admissions. There is no application fee. Some programs have additional admissions requirements. See our website for a complete list, or call 360.752.8345.
- 2 Take Our Assessment Test**
All new BTC students seeking a degree or certificate must demonstrate their english and math proficiency level. Call Admissions & Advising to schedule an appointment at 360.752.8345.
- 3 Apply for Financial Aid**
Complete the Application for Financial Aid (FAFSA). See our website <http://www.btc.ctc.edu/StuServices/FinancialResources/FinancialAid.asp> for all financial aid steps.
- 4 Register**
To register visit <https://www.ctc.edu/~btcwts/wts/students/webreg/waci221.html>.
Students must register and pay tuition and fees by the due date specified on the College Calendar posted on the BTC website under *quicklinks*. For assistance email: registration@btc.ctc.edu or call 360.752.8350.
- 5 Pay Tuition and Fees**
Once registered, you will need to pay tuition and fees at <https://www.ctc.edu/~btcwts/wts/students/wccba/index.html> or at the cashier's window (College Services Building).
- 6 Attend a GET READY! Orientation**
Contact Admissions Outreach at 360.752.8483 for the GET READY! schedule.
- 7 Purchase Books**
Take your printed class schedule and the Bookstore staff will help find your required books.
- 8 Student ID Card**
Purchase your student ID card at the bookstore. You'll need a Student ID Card OR photo ID for certain registration transactions and when using the BTC library. Many local businesses offer student discounts with a student ID.

BTC Mission

Bellingham Technical College delivers superior professional technical education for today's needs and tomorrow's opportunities.

BTC Vision

Bellingham Technical College will be a recognized leader in providing innovative and effective technical education, creating options for career success, and developing a competitive workforce.



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