



PROCESS TECHNOLOGY PROGRAM ADMISSIONS INFORMATION

To be eligible for program entry on a space available basis you must submit a complete packet containing all of the following items. Forms can be downloaded from the BTC website at: www.btc.ctc.edu Student Resources/Admissions & Advising/Publications & Forms.

1. Submit an Admissions Application identifying the year and quarter you want to start. New students are typically admitted to the Process Technology program fall, winter, and spring quarters.
2. Official transcripts in sealed envelopes containing evidence of completion of the courses listed below. An Evaluation Request form, must accompany non-BTC records. BTC transcripts can be unofficial.

Prerequisite Requirements	Credits	Grade	Requirements into Prerequisites
Introduction to Computer Applications (CAP 101)* or challenge procedure (see back)	5	2.0	
Prealgebra (MATH 090) or placement into Occupational Math (MATH 100)	5	2.0	Arithmetic assessment score or completion of ABE 050
Reading Skills (RDG 085) or placement into COM 170 or ENGL&101	5	2.0	Reading Comprehension score or completion of ABE 054

*Evidence of completion of Tech Connections or Digttools from local high schools will satisfy the Introduction to Computer Applications course requirement. Submit official, sealed High School transcripts for approval.

Send program application materials & transcripts to:

**Bellingham Technical College
ATTN: ADMISSIONS
3028 Lindbergh Avenue
Bellingham, WA 98225**

Financial Aid Eligibility and Other Special Considerations

If you are attending Bellingham Technical College to obtain your prerequisite requirements, you may apply for financial aid to help defray the cost of course work. In order to determine your eligibility for financial aid and to receive program updates you will need to complete the following two requirements **in addition** to filing the Free Application for Federal Student Aid (FAFSA) as soon as possible:

- Take the Accuplacer assessment tests (or be waived from them) to determine course and program placement. The assessment tests are offered three times weekly at a variety of days and times. Call 360-752-8345 to schedule a testing appointment or to inquire about test waiver.
- Submit an Admissions Application identifying the year and quarter you want to start.

Students who complete the above steps and are currently enrolled in a BTC course may be eligible to register by appointment before the general public.

If you have questions or need additional information about the assessment or admissions process, please feel free to contact Admissions at 360-752-8345.

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Introduction to Computer Applications (CAP 101) Details

Course Description: Introduction to Computer Applications (CAP 101) – Students will learn to use a personal computer while working in a Microsoft Windows environment. They will gain a basic understanding of Excel, Word, and PowerPoint. Students will become familiar with the basic Computer hardware components, Internet use, and Windows use. This course helps students prepare for the IC3 certification exam.

Several sections of CAP 101 are generally offered each quarter. Consult a current quarterly schedule for information about class availability. Text is required.

Students who do not have transfer/transcript credit in an equivalent course from an accredited post-secondary education institution may challenge the Introduction to Computer Applications course, CAP 101. The challenge is available to those students who may have developed these competencies in work experiences, volunteer work, or seminar/workshop courses that were not credit courses.

Process for Challenging CAP 101

Challenge of Introduction to Computer Applications is accomplished by taking and passing the three Internet and Computing Core Certification (IC3) Tests. The three tests are Living Online, Computer Fundamentals, and 2007 platform Key Applications - Word and Excel. Objectives for the three tests are available for review at www.certipoint.com. 2003 platform test study guides are available in the BTC Library for on-site use and 2003 computerized practice tests are also available in both the BTC Library and the Career Center for \$7.20

- Step 1 The student registers and pays the \$75.00 fee to take the challenge tests.

- Step 2 The student schedules an appointment with the BTC Assessment Center at 360-752-8335 to have the IC3 test proctored.

- Step 3 The student completes all challenge tests with a minimum score of 800 on each test.

- Step 4 When all modules have been successfully challenged, prerequisite waiver will be confirmed with Admissions.

A student may retake any of the tests that they do not pass, as long as they have passed at least one of the tests. There is an additional registration fee of \$25.00 each time a test is taken. If the student is unsuccessful in passing all three IC3 tests, the student must take the CAP 101 class.