



2009-2010 Career Planning Guide **BUSINESS TECHNOLOGY** (A.A.A.S. Degree or Certificate of Proficiency)

Shoreline Community College

16101 Greenwood Avenue North

Shoreline, Washington 98133

Length of Program: 47-90 credits,

Approx. 3-6 quarters

Completion Award: A.A.A.S. Degree or

Certificate of Proficiency

Program Advisors:

Marcia Liaw 206 546-4539 Room 1421

Karen Toreson 206 546-4657 Room 1410

<http://www.shoreline.edu/genbustech01.aspx>

Approximate Quarterly Costs

Check quarterly class schedule for Tuition Table

Parking Fee Per Quarter (daytime/evening) \$15

Book prices vary widely. Average Cost \$200

Supplies and Equipment \$25

Additional Instructional Fees \$25-\$85

Enrollment: Fall, Winter, Spring, Summer

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PROGRAM DESCRIPTION

The Business Technology program helps prepare individuals for jobs in today's computerized business environments. Students complete hands-on computer training in current word processing, spreadsheet, database, and presentation software. Students study human relations, mathematics, and communications - all essential for success in the workplace. Graduates of the program may find employment in a variety of office and administrative support positions. Students in the program develop skills essential in an office environment.

This program can be completed online or on campus.

Students may complete both an AAAS Degree and Certificate of Proficiency. Those completing a degree program may choose electives from Accounting, Business Technology, Computer Information Systems, Visual Communications Technology, and/or other areas with Business Technology advisor approval.

PROGRAM OUTCOMES

Students who successfully complete this program should have:

1. Knowledge of current business practice and office technologies.
2. An ability to prioritize, organize, and plan office work.
3. An ability to use current computer software packages proficiently.
4. The communication and interpersonal skills necessary to work effectively with others.
5. An ability to manage information effectively.

CAREER OPPORTUNITIES

Graduates find positions in a variety of industries, such as aerospace, medical, legal, accounting, insurance, education, and government. The employment outlook is very good for skilled support staff. The degree combined with several years of work experience may allow the graduate to advance within a company's career path.

POTENTIAL POSITIONS INCLUDE

In addition to entry-level positions such as Office Assistants, Office Clerks, Receptionists, Information Clerks, and Data Entry Clerks, graduates find positions as Administrative Secretaries, Administrative Assistants, and Office Administrators. For employment outlook, see the U.S. Dept. of Labor's Occupational Outlook Handbook at <http://www.bls.gov/OCO/>. The national median annual earnings range from \$23,000 to \$29,000.

BUSINESS TECHNOLOGY

Shoreline Community College: A.A.A.S. Degree or Certificate of Proficiency

PROGRAM PREREQUISITES or ASSUMED KNOWLEDGE

BusTc 100 Beginning Keyboarding or equivalent

AAAS Degree

<u>General Education Requirements</u>			<u>Cr.</u>	<u>Gr.</u>
BUSTC 215	Prof.Communications	5	___	
BUSTC 150	Excel 2007	5	___	
BUS 104	Human Relations in Bus	5	___	
or				
BUS 105	Essentials of Human Rela	2	___	
Multicultural Ed: See Approved List		3-5	___	
Total		15-20		

<u>Core Requirements</u>			<u>Cr.</u>	<u>Gr.</u>
BUSTC 115	Business Communications	5	___	
BUS 102	Business Mathematics	5	___	
BUSTC 103	Speed Keyboarding 1	5	___	
BUSTC 104	Speed Keyboarding 2	3	___	
or				
		50 wpm verified rate		
BUSTC 112	Filing	2	___	
BUSTC 128	Word 2007, Level 1	5	___	
BUSTC 129	Word 2007, Level 2	5	___	
BUSTC 135	Applied Word Processing	4	___	
BUSTC 160	Powerpoint 2007	4	___	
BUSTC 170	Access 2007	5	___	
BUSTC 270*	Office Procedures	5	___	
BUSTC 299	Individual Project-BUSTC	3	___	
(work experience)				

*offered Spring Quarter only
 Total Core Requirements 48-51

<u>Electives</u>			<u>Cr.</u>	<u>Gr.</u>
Choose elective credits from the following courses:				
ACCT 101	Practical Acctg I	5	___	
ACCT 102	Practical Acctg II	5	___	
ACCT 104	Payroll Accounting	5	___	
ACCT 206	Computer Accounting	5	___	
BUSTC 100	Beg. Keyboarding	5	___	
BUSTC 107	Elec Ten Key Calculator	2	___	
BUSTC 185	Publisher 2007	4	___	
CIS 105	Computer Applications	5	___	
CIS 180	Project Management	5	___	
VCT 124	Basic Macintosh Systems	2	___	
VCT 125	Intro Image Constr,Editg	3	___	

Other: See advisor for approval

Total Credits Required 90

A minimum of 90 credits is required to complete an A.A.A.S Degree, see advisor

Certificate of Proficiency

<u>Course</u>			<u>Cr.</u>	<u>Gr.</u>
BUSTC 115	Business Communications	5	___	
BUSTC 150	Excel 2007	5	___	
BUS 104	Human Relations in Bus	5	___	
or				
BUS 105	Essentials of Human Rela	2	___	
BUS 102	Business Mathematics	5	___	
BUSTC 103	Speed Keyboarding 1	5	___	
BUSTC 112	Filing	2	___	
BUSTC 128	Word 2007, Level 1	5	___	
BUSTC 129	Word 2007, Level 2	5	___	
BUSTC 135	Applied Word Processing	4	___	
BUSTC 160	Powerpoint 2007	4	___	
BUSTC 270*	Office Procedures	5	___	

*offered Spring Quarter only

Total Credits Required 47-50

STUDENT NAME						
STUDENT I.D.						
APPROVAL TO GRADUATE						
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Every effort has been made to ensure the accuracy of the information in this publication. However, the information is subject to change without notice, and final career decisions are the responsibility of the reader.