

Business Technology Certificate

Business Technology ATA

GENERAL INFORMATION

The Business Technology program provides opportunities to develop introductory- to advanced-level skills through a certificate and degree program. Courses foster development in computer fundamentals, software applications, business communications, calendar and email management, business math, business presentations, interpersonal and team development skills, customer relations, portfolio development, and job search skills. The program prepares students for administrative and technology support positions in a wide variety of office settings. Good grammar and punctuation skills are generally required. Keyboarding speed between 40 and 70 words per minute may be required depending upon the position. Students should key at least 20 words per minute using the touch method (with no more than one error per minute) on a three-minute typing test or complete BT 100 Beginning Keyboarding in his/her first quarter in the BT program.

Employment opportunities occur in businesses of all types and sizes. They may include support positions such as office manager or administrative positions in hospitals, schools, government agencies, businesses, social services, nonprofit organizations, etc. Generally, employers seek persons skilled in current software applications.

In addition to producing documents, persons in these positions may provide technical support, maintain files, greet visitors, arrange conference calls, schedule meetings, conduct research, prepare statistical reports, train employees, and supervise other clerical staff.

PROGRAM ADVISORS

Students can meet with their assigned advisor to discuss options, career ideas, course selection, and to review their Academic Plan by scheduling an appointment in Starfish. Existing students can access Starfish through their Canvas courses. Starfish will be introduced to new students when they go to entry advising. Academic Plans should be created by students in Starfish as a starting point before meeting with an advisor. Students will find the name of their assigned academic advisor in Starfish.

If you don't have an assigned advisor, please go to Starfish and schedule an appointment with the advisor listed below.

Theresa Markovich OLY 217 425.388.9241 tmarkovich@everettcc.edu

GETTING STARTED AT EVCC

Entry Advising provides information about application, advising, orientation and registration for new students. Contact the Advising Center, Rainier Hall, Room 104, 425.388.9339, www.everettcc.edu/advising.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website www.everettcc.edu/gainfulemployment

Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age in its programs, activities, or employment. The Chief Diversity and Equity Officer has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at 425-388-9979. This publication is effective **SEPTEMBER 2020**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, www.everettcc.edu.

BUSINESS TECHNOLOGY CERTIFICATE and ATA

Must earn a C grade (2.0) or better in all required courses. Courses may be subject to prerequisites. Check online at <http://www.everettcc.edu/catalog/>

BUSINESS TECHNOLOGY CERTIFICATE (38 CREDITS)					
Course	Course Title	Credits	Grade	Quarter	Year
CL 101	Computer Literacy	5			
BT 105	Keyboarding Speed and Accuracy	3			
BUS 104	Business English	5			
BUS 165	Service Essentials for Business	5			
BT 115	Records Management/Access	5			
BT 219	Introduction to Microsoft Word	5			
CL 110	Managing Internet Communications	5			
BT 242	Excel	5			
BUSINESS TECHNOLOGY ATA DEGREE (Minimum 90 credits)					
<input type="checkbox"/> Completion Business Technology Certificate above plus the credits below					
Course	Course Title	Credits	Grade	Quarter	Year
BT 162	Job Search & Professional Development	5			
BUS 130	Business Computations	5			
BUS 110D	Business Communications	5			
BUS 131	Introduction to Mobile App Development	5			
BT 240	Access	5			
BT 252	Internship	1-4			
BT 261	Advanced Office Procedures and Integrated Applications	5			
ENGL 98 or ENGL& 101	Introduction to College Writing English Composition 1	5			
COLL 101	College Success	2			
Elective		2-5			
Elective		2-5			
Elective		2-5			

PROGRAM ELECTIVES

Medical Emphasis			Accounting Emphasis			General Electives		
Choose individual courses or all			Choose individual courses or all					
HLTH 100	Medical Terminology	5	ACCT 100	Accounting for Non-Accountants	2	BT 100	Beginning Keyboarding	5
BT 181D	Diversity in Law & Ethics for Health Care Occupations	5	ACCT 110	Small Business Accounting	5	BT 107	Dragon NaturallySpeaking	3
BT 182	Electronic Health Records for the Front Office	3	ACCT 112	Business Taxation	5	BUS& 101	Introduction to Business	5
BT 180	Principles of Medical Insurance	5	ACCT 210	Payroll	5	BUS 230	Introduction to Hospitality	5
			ACCT 215	Computer Accounting	5	BT 243	Advanced Excel	5
						BUS 150	Principles of Marketing	
						BUS 200	Principles of Management	
						CL 102	Using the Computer and Managing Files	2
						CL 103	Word Processing	2
						CL 104	Spreadsheets	2
						CL 105	Databases	2
						CL 106	PowerPoint	2
						CL 107	Fundamental Concepts of Basic Computer Systems	2