



Shoreline Community College
16101 Greenwood Avenue North
Shoreline, Washington 98133

Length of Program: 19 credits
Completion Award: Certificate of Completion
Program Advisors: Marcia Liaw, Faculty
206-546-4539 or mliaw@shoreline.edu , Rm. 1421
Karen Toreson, Faculty
206-546-4657 or ktoreson@shoreline.edu , Rm. 1410
Ruth Duffy, Faculty,
206-533-6624 or rduffy@shoreline.edu, Rm. 1721 or
206-533-6766, Rm. 5376

Approximate Quarterly Costs:

Check quarterly class schedule for Tuition Table
Parking Fee Per Quarter: \$15
Books, Supplies, etc: Varies per quarter, approximately \$200
Additional Instruction Fees: \$25-85
Enrollment: FWSp

PROGRAM DESCRIPTION

This program is designed to train students for entry-level jobs in a business environment. This career path leads to the Business Technology Certificate of Proficiency and A.A.A.S. Degree.

PROGRAM OUTCOMES

Students who successfully complete this program will have

- a working knowledge of word processing
- a working knowledge of spreadsheets
- an ability to communicate in a positive way to internal and external customers
- an ability to organize office documents

CAREER OPPORTUNITIES

Students are ready to work in entry-level office settings after two quarters.

POTENTIAL POSITIONS INCLUDE

Administrative Assistant, Receptionist, Office Coordinator

PROGRAM PREREQUISITES

Instructor permission (Ruthann Duffy, 206-533-6766)
ESL placement at Level 5 or 6

**Career Ladder Short-Term Programs:
Technology for Professional Careers**

PROGRAM REQUIREMENTS

BUSTC 100 Beg. Keyboarding	5 credits
BUSTC 104 Speed Keyboarding 2	3 credits
BUSTC 110 Beginning Filing	1 credit
BUSTC 114 Human Rel. in the Office	2 credits
BUSTC 149 Beginning Excel	3 credits
BUSTC 292 Beginning Access	2 credits
BUSTC 293 Beginning Word	3 credits

Total 19 credits

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