



INTEGRATED BUSINESS TECHNOLOGY CERTIFICATE

BTECH REQUIREMENTS (37 CREDITS)

Quarter 1 (8 Credits)

BTECH 111	Keyboarding	3
BTECH 112	Keyboard Skillbuilding I	2
BTECH 120	Intro to Windows	3

Quarter 2 (8 Credits)

BTECH 135	Electronic 10-Key Calculator	3
BTECH 145	Records and Database Management	5

Quarter 3 (9 Credits)

BTECH 205	Office Procedures	3
BUS 105	Business English I	5
CMPTR 108	PowerPoint	1

Quarter 4 (12 Credits)

BTECH 113	Keyboard Skillbuilding II	2
BTECH 146	Filing Review	2
BTECH 201	Professional Office Applications I	5
(or BTECH 200 A-B, BTECH 210 A-B & BTECH 226A)		
BTECH 245	Cooperative Work Experience	3

Total Credits Required **37**

Notes:

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I-BEST – Integrated Basic Education and Skills Training provide two instructors in all courses and added class hours at no extra charge to students. This new four-quarter program provides a customized pathway for Levels 5 & 6 English as a Second Language (ESL) students and Levels 3-6 Adult Basic Education (ABE) and GED students to successfully complete the Integrated Business Technology Certificate. The training is part of a longer pathway with all credits leading to completion of an associate degree in Business Information Technology.

Students completing the program will have the certification required to begin working as receptionists, clerical office assistants, and records clerks in public and private agencies. The cooperative work based learning component in quarter four of the program provides students with first-hand knowledge of career opportunities in the chosen field.

Pierce College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or age in its programs and activities.

Opportunity Grant Scholarships or special funding may be available for low income adults, unemployed workers and low-wage working parents. See your advisor or call (253) 964.6265 or (253) 964.6447.

Program Outcomes

- Work independently and in teams
- Interact courteously and responsibly with diverse people in the office environment
- Manage time and multiple tasks appropriate to the business office
- Demonstrate commitment to the office profession and lifelong learning
- Apply technical skills to meet industry standards in the office
- Communicate effectively using written, oral, and visual communications skills
- Manage the physical office environment
- Employ technology to manage information
- Conduct effective Web searches; critically analyze Web sites and related professional material.



For More Information:

Integrated Basic Skills
(253) 964.6447 or (253) 964.6675

Related Codes

Intent: **F or J**

Int. Bus Tech Cert I-BEST: **559**

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