

**Integrated Business Technology Certificate**

* GED or High School Diploma ***is not*** required
* Earn 39-44 college credits towards an Associate’s Degree in Business Technology
* Complete requirements in just 9 months (3 quarters) at

**Pierce College Puyallup**

* Salary range $32,850-$62,470 (Bureau of Labor Statistics, 2020)
* On-campus childcare available

IBEST academic support is offered at no extra cost; personal attention is given to help you succeed in a HIGH DEMAND job training pathway.

**Career possibilities:**

* Receptionist
* Administrative Assistant
* Clerical Office Assistant
* Records Clerk

**Admission requirements:**

* CASAS reading score of 217 or higher
* Academic Support Attendance
* Complete Quarterly CASAS Assessment

**All classes held at:**

Pierce College Puyallup

1601 39th Avenue SE

Puyallup, WA 98374

**For Program Enrollment:**

Ann Hayes-Garcia

Program Coordinator

(253) 912-3657

ahayes-garcia@pierce.ctc.edu

[www.pierce.ctc.edu/i-best](http://www.pierce.ctc.edu/i-best)

**For More Information:**

Jamie Samuelson

Faculty Member

Business Information Technology

(253) 912-2399 ext. 8956

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**Puyallup**

**Classes Begin Fall Quarter**

**Students Can Also Begin in Winter, Spring or Summer**

**Integrated Business Technology Certificate**

Pierce College has developed a new three-quarter day program that will provide 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.

**Classes begin Fall/Spring Quarters – Students can enroll in Winter and Summer**

**Class Schedule:** Monday-Thursday, 8:30am – 3:00pm *(Schedule subject to change)*

**FIRST QUARTER**

Keyboarding/Skill Building (2)

Business English (5)

Business English Support – IBEST (2)**\***

Computer Applications Lab Classes (5)

General Support – IBEST (3)**\***

**SECOND QUARTER**

College Success (3)

Keyboarding/Skill Building (2)

Electronic 10 Key (1)

Business English II (3)

Business English II Support – IBEST (2)**\***

Computer Applications Lab Classes (4)

General Support – IBEST (3)**\***

**THIRD QUARTER**

Office Procedures ***or*** Introduction to Medical Office (5)

Business Math (5)

Business Math Support - IBEST (2)**\***

Computer Applications Lab Classes (4)

General Support – IBEST (3)**\***

**Schedule:** Your schedule and Education Plan can differ based on which quarter you begin the program and how many quarterly credits you register for.

**Tuition:** 1 credit = $122.34 per quarter -Washington State Resident. Tuition and fees are subject to change. Textbooks and supplies are additional cost.

**\*Note:** IBEST Support credits do not count toward financial aid and no tuition is charged the student.

**You may be eligible for Financial Aid, Scholarships, or Grants**

**which help fund tuition, textbooks, supplies and living expenses.**

**Contact Ann Hayes-Garcia at** [**ahayes-garcia@pierce.ctc.edu**](mailto:ahayes-garcia@pierce.ctc.edu) **or 253-912-3657**

**For Opportunity Grant information contact:**

Puyallup Campus - Roxanne Cassidy (253) 840-8329, rcassidy@pierce.ctc.edu

For other financial aid information contact Workforce Development (253) 964-6265