

Program Information:

Length of Program: 22 Credits
Completion Award: Certificate of Completion
Enrollment: Every Quarter
Approximate Quarterly Costs: \$25-\$85
(in addition to tuition, books and parking)

Website: www.shoreline.edu/busad/genbustech01.aspx

Program Advisors:

Gail Dalton
206-546-4773 gdalton@shoreline.edu Rm 1420
Ray Spizman
206-546-4539 rspizman@shoreline.edu Rm 1421

Program Description:

Shoreline Community College offers a short-term Certificate of Completion (CC) in Microsoft Software Applications leading to an entry level position in an office setting. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in Business Technology. Students pursuing a four-year baccalaureate degree in business should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

Microsoft Software Applications —What is it?

Many businesses rely on Microsoft software applications for basic word processing and graphic presentations to the creation and maintenance of databases and spreadsheets. This certificate program is designed to train students in the most common Microsoft business software applications for entry-level positions in any business environment. For advanced study, consider a Certificate of Proficiency or an Associate in Applied Arts and Science (AAAS) degree in Business Technology.

Program Outcomes:

Students who successfully complete this program—**by achieving a grade of 2.0 or better for each individual course in the program**—should have:

1. A working knowledge of word processing.
2. A working knowledge of spreadsheets.
3. A working knowledge of databases.
4. A working knowledge of graphic presentations.

Career Opportunities—What can I do with a Certificate in Microsoft Software Applications?

Graduates with knowledge and skills in business Microsoft software applications are ready to work in entry-level office positions or apply these skills to current positions. Potential positions include Administrative Assistant, Receptionist, and Office Coordinator. Salaries are dependent upon position and level of responsibility.

Potential employers include: Small businesses, corporations, government agencies, non-profits, schools, health care facilities—or any business or organization using Microsoft software applications. For more, please visit career information and resources at <http://www.shoreline.edu/counseling-center/career-counseling.aspx>.

Program Prerequisites: Placement into ENGL 099 Analytical Reading and Writing, or successful completion of EAP 099 English for Academic Purposes; and BUSTC 101 Beginning Keyboarding, or 40 NWPM.

CERTIFICATE OF COMPLETION – 22 Credits

PROGRAM REQUIREMENTS			
Course	QTR	GR	CR
BUSTC 128 Word 2016, Level 1			5
BUSTC 150 Excel 2016			5
BUSTC 160 PowerPoint 2016			4
BUSTC 170 Access 2016			5
BUSTC 180 Outlook 2016			3

Note: 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 student.

RECOMMENDATIONS:

CERTIFICATE COMPLETION

Students should automatically receive their Certificate after successful completion of all required courses. If you have not received your Certificate, please contact the Workforce Education Programs in FOSS 5100 or call 206-546-5876.