



Visual Communications Technology: Business Foundation

Certificate of Completion (CC)

Planning Guide 2017-2018

EPC J728C

Program Information:

Length of Program: 19 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/vct/default.aspx

Program Advisor:

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Program Description:

Shoreline Community College offers a short-term Certificate of Completion (CC) in VCT Business Foundation leading to an entry-level position in the fine, performing or technical arts. Students interested in advancement are encouraged to enroll in longer courses of study to complete additional certificates or associate degrees in Business or Visual Communication Technology. Students pursuing a four-year baccalaureate degree in Business should follow the Business Associate in Arts (AA-DTA) direct transfer degree planning guide.

VCT Business Foundation—What is it?

VCT students learn about basic business communications and skills for the workplace in relation to graphics and multimedia. Business communications, both written and verbal, are stressed in relation to interpersonal and human relations and common business/industry practices. Practical skills in marketing and copyright are also introduced.

Program Outcomes:

Students who successfully complete this program—**by achieving a GPA of 2.0 or better for the entire program**—should be: Prepared for success in self-employment/freelance opportunities in fine arts, performing or technical arts.

Career Opportunities—What can I do with a Certificate in VCT Business Foundation?

Students who complete may find employment in entry-level positions in a variety of settings and salary will increase with experience, continued education and expertise.

Potential employers include: Self-employment & freelance opportunities in fine arts, performing or technical arts. For more, please visit career information and resources at <http://www.shoreline.edu/counseling-center/career-counseling.aspx>.

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Program Prerequisites: ESL test placement into EAP 099 or EAPAB 099, or placement into ENGL 099. Entry-level skills in word processing or BUSTC 105 recommended.

CERTIFICATE OF COMPLETION – 19 Credits

PROGRAM REQUIREMENTS			
Course	QTR	GR	CR
BUS 105 Essentials of Human Relations			2
BUS 120 Principles of Marketing			5
BTWRT 115 Business Writing			5
MUSTC 102 Rights/Methods-Multimedia			2
VCT 112 Visual Communications Survey			5

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.

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.