

**Business Information Technology (BTECH) Certificate**

* GED or High School Diploma ***is not*** required
* Earn Certificate in just 3 quarters
* Earn 40 college credits towards an Associate’s Degree in Business Technology
* Salary range $37,710-$69,720

(O\*NET OnLine - 2024)

* On-campus childcare available

IBEST program 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:**

* Academic Support Attendance
* Intake Assessment

**Online Classes with In-Person**

 **Support Provided at:**

* Pierce College Puyallup Campus

 **And**

* Lakewood Ft. Steilacoom Campus

**For More Information or for Program Enrollment Contact:**

Ann Hayes-Garcia

IBEST Program Coordinator

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

**Puyallup**

**Classes Begin Each Quarter**

**Integrated Business Technology Certificate**

Pierce College has developed a new three-quarter 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 Each Quarter – Class Schedule Varies** *(Schedule subject to change)*

**Sample Schedule:**

**FIRST QUARTER**

Keyboarding/Skill Building (2)

MS Word (5)

General Academic Support – IBEST (2)**\***

Business English I (5)

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

**SECOND QUARTER**

College Success (3)

Keyboarding/Skill Building (2)

Electronic 10 Key (1)

MS Excel (4)

General Academic Support – IBEST (2)**\***

Business English II (3)

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

**THIRD QUARTER**

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

Keyboarding/Skill Building (2)

MS Outlook (3)

General Academic Support – IBEST (2)\*

Business Math (5)

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

**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 = $140.58 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 eligibility, and are not tuition or certificate/degree bearing.

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

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

**Contact Ann Hayes-Garcia at** **ahayes-garcia@pierce.ctc.edu** **or 253-912-3657**