



Business and Technology Professional

Explore the possibilities of professionalism! Some of the best paying jobs in the U.S. are those that require computer skills, professionalism and communication skills. The Business and Technology Professional program will prepare students for a career in a professional business environment. In this two-year half-day program, students study the current Microsoft Office applications including Word, Excel, PowerPoint, Outlook, and other communications technologies. Students will leave the program well-versed on creating spreadsheets, composing correspondence, managing databases, creating presentations, document management and on the use of office machines. Students will enhance their communication, independent thinking, problem-solving, interpersonal, and soft skills. One-year seniors will be considered if space is available.

- **Career Pathways:**
Program prepares students for entry level employment as data input specialist, customer service representative and administrative assistant. With further education and experience, students can find opportunities in occupations such as human resources, legal office manager, health records management, accounting clerk and office manager.
- **Postsecondary/Advanced Placement:**
Students have continued their education at Clarion University, Community College of Philadelphia, Johnson and Wales University, Montgomery County Community College, Northampton Community College, Pennsylvania College of Technology and Temple University.

Business and Technology Professional students may participate in dual enrollment with Montgomery County Community College for 9 transferable college credits.

- **Industry Certifications:**
Students will obtain Microsoft Office Specialist - Word certification.
- **Materials and fees:**
Year 1 - approximately \$387; Year 2 – approximately \$187. Fees are subject to change based on MCCC tuition rates. Business attire required. Access to a working computer (Windows) is a must.

BUSINESS & TECHNOLOGY PROFESSIONAL Career Pathways

START AT EASTERN Technical Academic Education

TWO YEAR OPTIONS Specialized Technical Training/College Education

FOUR YEAR OPTIONS Advanced Degrees & What They Lead To

DIPLOMA FROM PARTICIPATING HIGH SCHOOL

ASSOCIATE DEGREE PROGRAMS THAT ALIGN:

- Montgomery County Community College
- Harcum
- Manor
- Community College of Philadelphia

BACHELOR DEGREE PROGRAMS THAT ALIGN:

- Clarion University
- Temple University
- Penn State Abington

EASTERN CERTIFICATE OF COMPLETION

CAREER OBJECTIVES:

- Administrative/Executive Assistant
- Customer Service Representative

MAJOR:

- Office Administration
- Business Administration
- Business Management
- Accounting
- Business (General)

WITH EXPERIENCE & EDUCATION, THIS PATHWAY CAN LEAD TO JOBS SUCH AS:

- Business Administration
- Business Management
- Accountant
- Financial Analyst

INDUSTRY CERTIFICATE

- Microsoft Office Specialist - Word

ENTER THE WORKFORCE AS AN ENTRY LEVEL OFFICE POSITION - FILING, ANSWERING PHONES

ENTER THE WORKFORCE IN A MID-LEVEL OFFICE POSITION

ENTER THE WORKFORCE - WORK TOWARD MANAGEMENT OR EXECUTIVE LEVEL POSITION

