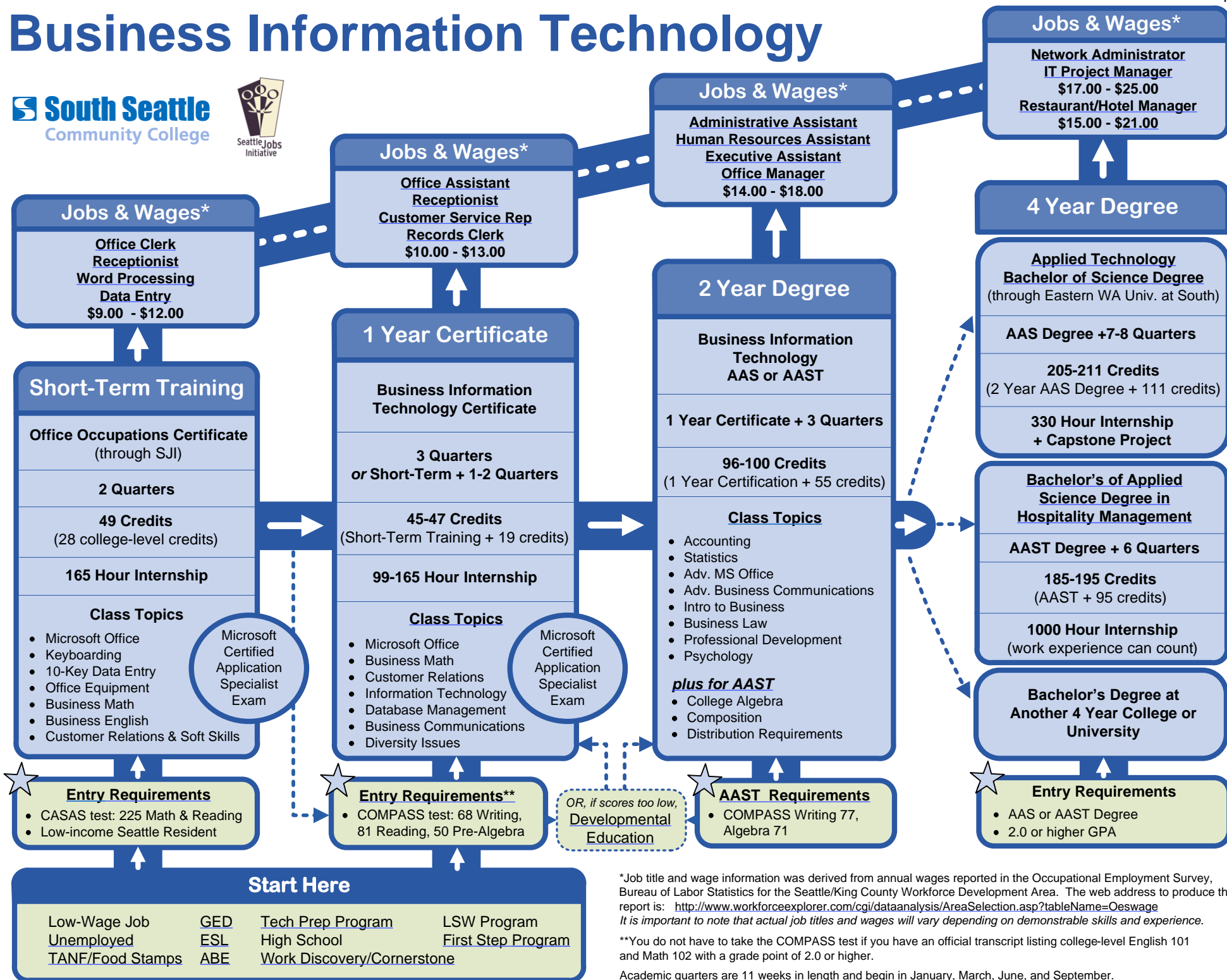


# Business Information Technology



\*Job title and wage information was derived from annual wages reported in the Occupational Employment Survey, Bureau of Labor Statistics for the Seattle/King County Workforce Development Area. The web address to produce this report is: <http://www.workforceexplorer.com/cgi/dataanalysis/AreaSelection.asp?tableName=Oeswage>  
It is important to note that actual job titles and wages will vary depending on demonstrable skills and experience.

\*\*You do not have to take the COMPASS test if you have an official transcript listing college-level English 101 and Math 102 with a grade point of 2.0 or higher.

Academic quarters are 11 weeks in length and begin in January, March, June, and September.

# 1 What is a Career Pathway?

**South Seattle Community College and Seattle Jobs Initiative can help you jumpstart your career.** You can get started with short-term training or a certificate and be ready to go to work quickly. And, afterwards you can either continue your training or work for a while and come back to school later to get the skills you need to keep moving up the career ladder. Start planning your future now!

# Start Here, Go Anywhere!

www.southseattle.edu | www.seattlejobsinitiative.com  
6000 16<sup>th</sup> Ave. SW  
...in West Seattle

# 2 What is it like to work in Business Information Technology?

## Tasks & Skills

- Perform general office duties: filing, supply orders, & bookkeeping.
- Operate office machines: copiers, fax machines, computers.
- Answer phones & deliver messages.
- Coordinate schedules & plan meetings.
- Organize, plan, & prioritize work.
- Express ideas clearly in speaking & writing.
- Listen to others, understand, & ask questions.

## Major employers:

- Local and state government agencies
- Business management companies
- Medical offices, schools, hospitals

# 3 How Will I Pay for School?

**Workforce Development has special funds** and may be able to pay for tuition & books if you are:

- Low-Income / Eligible for Food Stamps
- Unemployed
- Working Parent
- TANF/WorkFirst Participant

**And there are many other financial aid options:**

- Federal Pell Grant & Work Study
- Federal Supplemental Grant
- Opportunity Grant
- SCCC Foundation Scholarship
- State Need Grant
- WIA Adult & Youth
- Academic Competitiveness Grant
- Community Agencies & Scholarships

*\*Eligibility based on income, grades, & other factors.*

# 4 I'm Worried About Taking the Test to Get Into School

**We have entry tests because we want to make sure students are prepared to succeed** when they enter their Certificate or Degree program. If you need to improve your math or English skills to get into the program you want, don't worry, we have classes to help you!

- Before you take the tests, prepare for them. Practice questions and more info are online at: <http://www.southseattle.edu/resources/sas.htm>
- CASAS tests will be given as part of the SJI intake process.
- For COMPASS testing times and info, call **(206) 768-6767**

# 6 I'm Interested – How Do I Get Started On My Career Path?

## Short-Term SJI Certificate

Contact one of SJI's partner community agencies in Seattle:

**TRAC:** *Patty Ahonen*  
(206) 443-9999 • 1001 Broadway #217

**CCA:** *Pam Perez*  
(206) 322-9080 • 901 Rainier Ave. S.

**ACRS:** *Sam Him*  
(206) 695-7569 • 720 8th Ave. S. #200

## 1 Year Certificate or 2 Year Degree

**Workforce Development**  
(206) 764-5835  
Robert Smith, Room 81

**Academic Advising**  
(206) 764-5387  
advisorsouth@sccd.ctc.edu  
Robert Smith, Registration

## 4 Year Degree

**Applied Technology BS**  
Greg Dempsey  
(425) 564-5100  
greg.dempsey@mail.ewu.edu

**Hospitality BAS**  
Cynthia Calderon  
(206) 768-6783  
ccalderon@sccd.ctc.edu

# 5 What if I Need Extra Help?

**South, SJI, and our partners provide many support services:**

- Academic Advising
- Help with Financial Aid
- Help with Books & Supplies
- Transportation Assistance
- Childcare Assistance
- Disability Accommodations
- Computer Labs
- Tutoring
- Case Management
- Counseling
- Internship Assistance
- Job Search Assistance