**Entry Requirements**
- CASAS test: 225 Math & Reading
- Low-income Seattle Resident

**Short-Term Training**
- Office Occupations Certificate (through SJI)
- 2 Quarters
- 49 Credits (28 college-level credits)
- 165 Hour Internship
- Class Topics
  - Microsoft Office
  - Keyboarding
  - 10-Key Data Entry
  - Office Equipment
  - Business Math
  - Business English
  - Customer Relations & Soft Skills

**1 Year Certificate**
- Business Information Technology Certificate
- 99-165 Hour Internship
- Class Topics
  - Microsoft Office
  - Business Math
  - Customer Relations
  - Information Technology
  - Database Management
  - Business Communications
  - Diversity Issues

**2 Year Degree**
- Business Information Technology AAS or AAST
- 96-100 Credits
- 3 Quarters
  - or Short-Term + 1-2 Quarters
- 45-47 Credits (Short-Term Training + 19 credits)
- Class Topics
  - Accounting
  - Statistics
  - Adv. MS Office
  - Adv. Business Communications
  - Intro to Business
  - Business Law
  - Professional Development
  - Psychology
  - plus for AAST
    - College Algebra
    - Composition
    - Distribution Requirements

**4 Year Degree**
- Bachelor of Applied Science Degree in Hospitality Management
- AAST Degree + 6 Quarters
- 185-195 Credits (AAST + 95 credits)
- 1000 Hour Internship (work experience can count)

**3 Year Certificate**
- Business Information Technology AAS or AAST
- 96-100 Credits
- 3 Quarters
  - or Short-Term + 1-2 Quarters
- 45-47 Credits (Short-Term Training + 19 credits)
- Class Topics
  - Accounting
  - Statistics
  - Adv. MS Office
  - Adv. Business Communications
  - Intro to Business
  - Business Law
  - Professional Development
  - Psychology
  - plus for AAST
    - College Algebra
    - Composition
    - Distribution Requirements

**AAST Requirements**
- COMPASS Writing 77, Algebra 71

**Entry Requirements**
- COMPASS test: 68 Writing, 81 Reading, 50 Pre-Algebra
- Or, if scores too low, Developmental Education

**Entry Requirements**
- Low-Wage Job
- Unemployed
- TANF/Food Stamps
- GED
- Tech Prep Program
- LSW Program
- ESL
- High School
- Work Discovery/Cornerstone
- First Step Program
- New Career

**Jobs & Wages**
- Network Administrator
  - IT Project Manager: $17.00 - $25.00

- Restaurant/Hotel Manager
  - $15.00 - $21.00

- Office Assistant
  - Receptionist
  - Customer Service Rep
  - Records Clerk: $10.00 - $13.00

- Administrative Assistant
- Human Resources Assistant
- Executive Assistant
- Office Manager: $14.00 - $18.00

- Microsoft Certified Application Specialist Exam

*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](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.

**Jobs & Wages**
- Low-income Seattle Resident
- Start Here
- Low-Wage Job
- Unemployed
- TANF/Food Stamps
- GED
- Tech Prep Program
- LSW Program
- ESL
- High School
- Work Discovery/Cornerstone
- First Step Program
- New Career

**Start Here**

- 2.0 or higher GPA

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

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

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
- SCC Foundation Scholarship
- State Need Grant
- WIA Adult & Youth
- Academic Competitiveness Grant
- Community Agencies & Scholarships

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

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

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

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

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

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