

# Business Technology

## Meeting the Growing Need for Trained Support Professionals



The Business Technology program at Lake Washington Institute of Technology provides students with comprehensive training that will open doors to numerous types of career opportunities. Whether you're a recent high school graduate or a worker looking for a new career, this program will give you the skills you need to help you find a well-paying job.

The primary goal of this program is to prepare students to use various software applications in a work environment to enhance day-to-day business operations. Learn the latest applications of desktop publishing, Web editing, presentation, scheduling, email, internet technology, Microsoft Office applications, and more.

Lake Washington students can obtain a Business Technology Associate in Applied Science (AAS) degree. There are also several short certificates that can be completed in as little as two quarters.



"This program offers up-to-date skills that qualify students to compete in today's work place. The instructors are very dedicated and supportive in helping you attain your individual educational goals."

—Shelley, Business Technology student

11605 132<sup>nd</sup> Avenue NE  
Kirkland, WA 98034  
(425) 739-8300 | [advising@lwtech.edu](mailto:advising@lwtech.edu)  
[LWTech.edu/bte](http://LWTech.edu/bte)

## Program Highlights

- Obtain skills that can be transferred to many jobs in many industries.
- Enjoy small class sizes with lots of hands-on training.
- Train on the latest industry software and equipment, so you're ready to go directly into the workplace.
- Learn how to excel at using software applications, with little or no prior experience.
- Prepare to take MOS certification.
- Take classes in a classroom or online.

## Learn from Industry Experts

The Business Technology Program benefits from a variety of instructors with varied experience and expertise who enjoy bringing their real-world experience to the learning environment.

### **Letty Barnes, M. Ed.**

Letty Barnes (Business Technology program coordinator) holds a Master's degree in Education, has international industry experience, and is one of only a few instructors in Washington State who is certified as a Microsoft Office Specialist Master Instructor.

### **Vicky Greisen, B.A. Journalism, Communications & Public Relations**

Vicky Greisen has corporate industry experience in banking, finance and healthcare. She holds Instructor certifications in Supervisory Management, Time Management, Project Management, Customer Service and Quality Management. She also is certified as a Washington State Board Professional Technical Faculty.

## Find out more!

**Letty Barnes** (425) 739-8384  
[letty.barnes@lwtech.edu](mailto:letty.barnes@lwtech.edu)

**Vicky Greisen** (425) 739-8191  
[vicky.greisen@lwtech.edu](mailto:vicky.greisen@lwtech.edu)

**[www.LWTech.edu/bte](http://www.LWTech.edu/bte)**

## Career Opportunities

When you complete the Lake Washington Business Technology program, you will have immediate access to numerous jobs in a broad range of industries. You will gain the skills and knowledge needed to support today's automated office environment.

At the end of the program, you will be able to:

- Carry out office administration procedures and management support.
- Produce documents using word processing, spreadsheet and presentation software.
- Organize and maintain business files and records both manually and electronically.
- Be prepared for entry-level positions in a variety of areas, including office software, customer service, project management, Web maintenance, and publications/sales.

Past graduates have gone on to:

- Legal Office Assistant
- Medical Front Office
- Microsoft Receptionist and Administrative Assistant
- Start-up virtual and traditional businesses
- Transfer to a 4-year degree