



Business Technology

 School of Business

Meet the growing need for
trained support professionals

The **Business Technology** program at Lake Washington Institute of Technology (LWTech) provides students with comprehensive training that will open doors to numerous types of business career opportunities in the Seattle area and beyond. 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 **Business Technology** program prepares college students to use various business software applications in a work environment to enhance day-to-day business operations.



LAKE WASHINGTON
INSTITUTE OF TECHNOLOGY™



Find out more today!

LWTech.edu/BTE

Admission Coach
(425) 739-8381
Admission.Coach@LWTech.edu



Program Highlights

- Enjoy small class sizes in a classroom on campus or online
- Be prepared for entry-level positions as business support professional
- Use Microsoft software to produce charts, diagrams, reports and complex spreadsheets
- Identify good customer service skills and work well with internal and external customers
- Train on the latest technology industry software and equipment, so you're ready to go directly into the workplace
- Experience carrying out a Capstone project that uses the skills gained to serve as a support for a real office or business
- Business Technology certificate provides I-BEST support for ESL and ABE students with the opportunity to pursue the Business Technology Certificate of Proficiency. [Visit LWTech.edu/IBEST](https://www.lwtech.edu/IBEST)

Degrees & Certificates

AAS

Business Technology, AAS

CC

Administrative Assistant,
Certificate of Completion

Business Technology Web
Maintenance,
Certificate of Completion

Business Technology,
Certificate of Proficiency

Human Resources,
Certificate of Proficiency

Microsoft Office Applications,
Certificate of Completion

Project Management Support,
Certificate of Proficiency

Web Maintenance,
Certificate of Completion

Career Opportunities

- Legal Office Assistant
- Medical Front Office
- Receptionist
- Administrative Assistant