



Imagine...

Being able to manage an entire office or start your own company with the knowledge gained at BCTC.



Business Applications

Do you have a goal of becoming a savvy business professional or do you see yourself managing your very own company? If so, the Business Applications Program at BCTC is for you!

Technology has become the backbone for nearly all businesses in operation today; therefore employers need highly trained individuals that can manage a variety of valuable programs (Microsoft Office, Windows XP, Outlook, etc.). Our program blends a laboratory setting and skilled technical instruction to adequately prepare students to become productive employees straight out of high school!

WORK SKILLS ▶▶▶

- Ability to Multi-Task
- Analytical
- Focused
- Professional
- Ambitious
- Cooperative
- Organized
- Meticulous

WHAT DOES IT TAKE?

A person with strong time management, communication, and interpersonal skills who enjoys working with computers. Also, has the ability to adapt to various work environments.

WORK/ENVIRONMENT CONSIDERATIONS

Have the ability to handle stressful situations in a demanding and challenging work environment. Also, must be able to adapt to the ever-changing technological world.

WHAT WILL I LEARN?

Students will master basic computer skills such as, Keyboarding, Data Entry (1, 2 & 3), Transcription, Medical Keyboarding, Formatting a Letter, Applying Policies, Numeric Filing, Telephone Order Entry and many more. Students will also learn to micromanage important programs and systems.

WHAT WILL I DO?


Students will work in a Computer Laboratory setting where they will obtain an Office Proficiency Assessment & Certification (OPAC). Students will also master 5 key subjects: Computer Skills, Keyboarding/10-key Data Entry, Clerical Skills, Financial Record Keeping/Management, and Medical Professional Tests, all of which are major components of the Business Industry.


Take the first step
and contact us today!



Boone Career and
Technical Center
Your Goals. Our Mission.

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 304-369-4585

 304-369-3692

Go **BCTC.com**

Creating Quality Futures

Career Pathway Entry Level (After High School Graduation)

SCHOOL	CERTIFICATIONS AND OPTIONS	CAREERS
Boone Career and Technology Center (Adult)	<ul style="list-style-type: none"> ▶ OPAC (Office Proficiency Assessment and Certification) ▶ Keyboarding/10-Key Data Entry ▶ Clerical Skills ▶ Computer Skills ▶ Financial Record (Keeping/Management) ▶ Medical Professional Tests 	<ul style="list-style-type: none"> ▶ Administrative Assistant ▶ Receptionist ▶ Information Clerk ▶ Data Entry

Technical Level (Certificates and/or Associates Degree, Apprenticeship)

SCHOOLS	MAJORS	CAREERS
Boone Career and Technology Center (Adult)	▶ Applied Science in Business Administration	▶ Mine Management
West Virginia Business College	▶ Associate of Arts in Business Administration	▶ Salon Management/Cosmetology
Southern Community and Technical College	▶ Worksite Wellness (Certificate Program)	▶ Receptionist
West Virginia University at Parkersburg	▶ Office Administration Paralegal	▶ Medical Transcriptionists
Bridgemont Community and Technical College	▶ Office Administration Nurse Assistant/ Home Health Assistant	▶ General Management
	▶ Office Administration (Certificate)	

Professional Level (Four Year or Higher University Degree)

SCHOOLS	MAJORS	CAREERS
Concord University	▶ Accounting	▶ Human Resources
West Virginia State University	▶ Economics	▶ Business Analyst
West Virginia University	▶ Finance	▶ Contract Lawyer
Marshall University	▶ Computer and Information Technology	▶ Credit Counselor
Bluefield State College	▶ Marketing	▶ Flight Attendant
Southern Community & Technical College	▶ Management	▶ Court Clerk
	▶ Administrative Communication	▶ Advertising Executive
	▶ Business Management	
	▶ Bachelor of Science in Business Administration	

This is not an exhaustive list of schools or jobs. Please see the program instructor or your counselor for additional options. For more information related to this field of study, including descriptions and salaries, go to:

www.bls.gov

Boone Career & Technical Center does not discriminate on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, age or disability in its programs and activities.