



Business Office Technology



Looking for a new career? Need computer skills? Contact Eastern Wyoming College to find out how you can learn the latest computer applications using up-to-date technology and gaining top-notch office skills.

The Business Office Technology program offers two exciting options:

- The Certificate program provides training in advanced computer skills, written communication skills, and general office procedures. It is designed to be completed in just two semesters.*
- The Associate of Applied Science (AAS) degree program combines advanced computer skills with written and oral communication skills, practical accounting, and is designed to be completed in only four semesters.



In addition to gaining skills in Microsoft Office Suite (Word, PowerPoint, and Excel), students in both programs will gain skills in web authoring and practice office skills in a lab setting. Students will also complete an internship, gaining on the job experience. These work-related experiences emphasize the concepts, skills and attitudes needed to be a successful office professional.

Full time-tuition cost for the 2011-2012 semesters is as follows:



Resident	Non-Resident	WUE
\$852 Tuition	\$2556 Tuition	\$1284 Tuition
\$384 Fees	\$ 384 Fees	\$ 384 Fees

Financial aid is available for qualifying individuals.

*For more information about this program, links to occupational information, estimated program cost, normal time for program completion, and job placement rate for program completers, please visit our website at ewc.wy.edu/career/business.cfm

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