

EASTERN's Business and Technology Professional program can help you prepare for a rewarding career in a school, hospital, government or corporate office, and/or give you a head start on a college degree!

## **Business and Technology Professional**

- This program is for high school juniors and seniors in Eastern Montgomery County. It is offered in partnership with your high school, and your school district provides transportation to EASTERN.
- You receive graduation credit from your high school for taking this program at EASTERN. If you complete all your career objective tasks and earn a 70% or better, you also can earn an EASTERN certificate!
- This program provides the computer skills, management training, organizational skills, office equipment proficiency, and professionalism needed in today's market to succeed in a professional business environment.
- The skills obtained through this program, such as computer proficiency, communication and organization, are transferable to other professions and will assist if college is your goal.
- Students enrolled in the Business and Technology Professional program will prepare for post-secondary education, entry level positions in a business environment, and/or running their own business.
- Quality instruction is EASTERN's hallmark. We guarantee what you learn with a Student Warranty!
- You can earn up to nine transferable credits for your work at EASTERN through our dual enrollment partnership with Montgomery County Community College.

### **This program is for you if you would like to**

- get a head start on your college education
- work with a variety of Microsoft Office programs
- begin training for one of the most in-demand job openings
- make new friends and take classes with students from the nine participating school districts

### **To be successful you need to**

- have a positive attitude when working with others
- understand commonly used computer and email systems
- communicate clearly both in person and in writing



### **After completing this program, you can**

- work in a professional business environment
- pursue a college education

### **Job prospects**

- are especially good in Eastern Montgomery County for those with formal training.
- are lucrative in this area with many positions ranging from \$21,000 to \$39,000 annually.

### **Register for this program**

- Get a registration card from your high school guidance office or from EASTERN.
- Talk to your high school counselor about visiting this program to find out if it's for you!

### **Program time and length**

- career program for juniors and seniors
- five days a week
- classes are 2 hours 45 minutes in the morning from 7:45 to 10:30 a.m. or in the afternoon from 12:00 to 2:45 p.m.

### **Extracurricular activities**

Many EASTERN students are active in sports or other clubs at their high school.