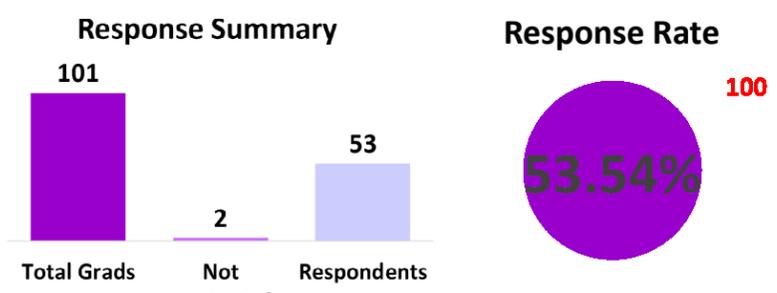
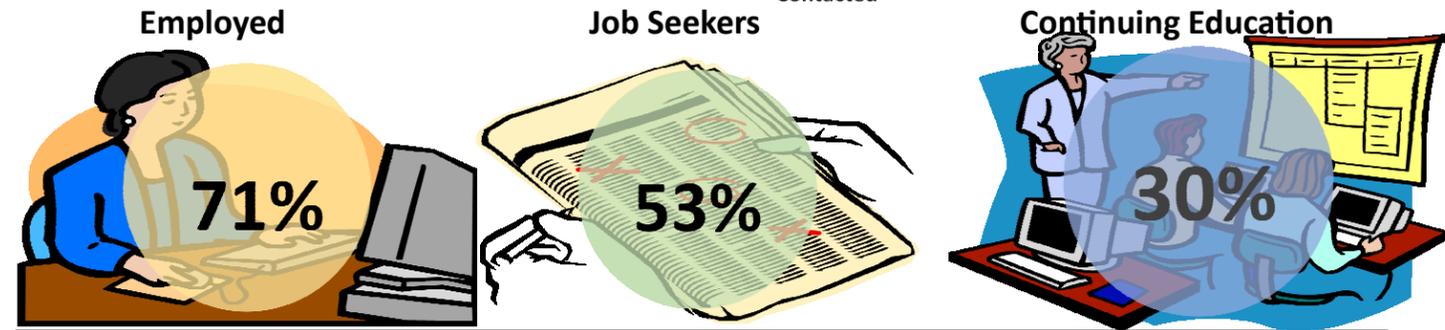
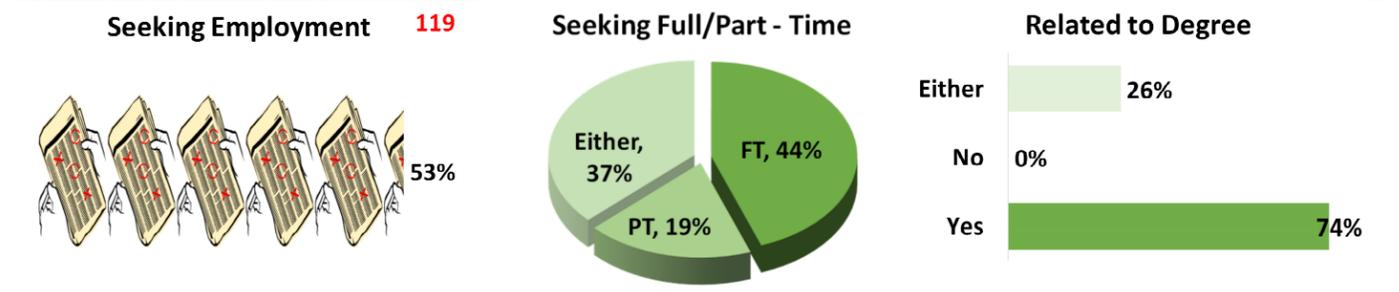


# Business Technology

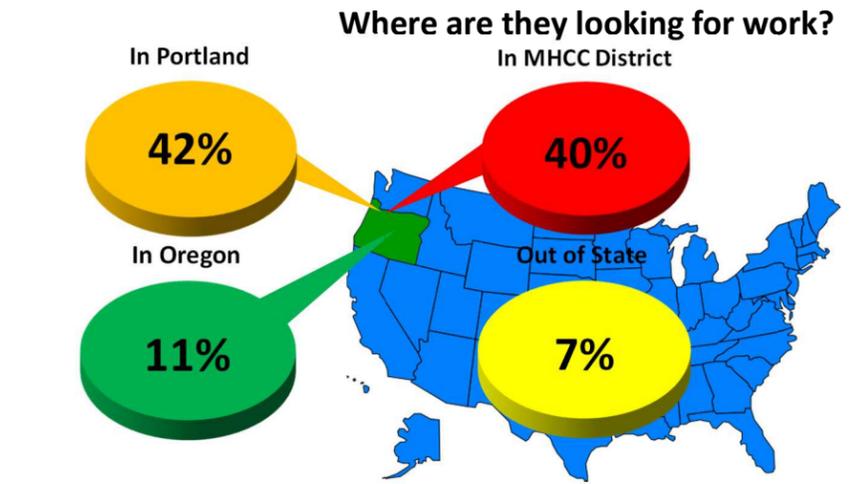
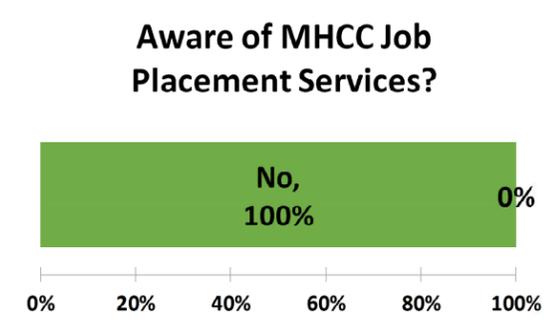
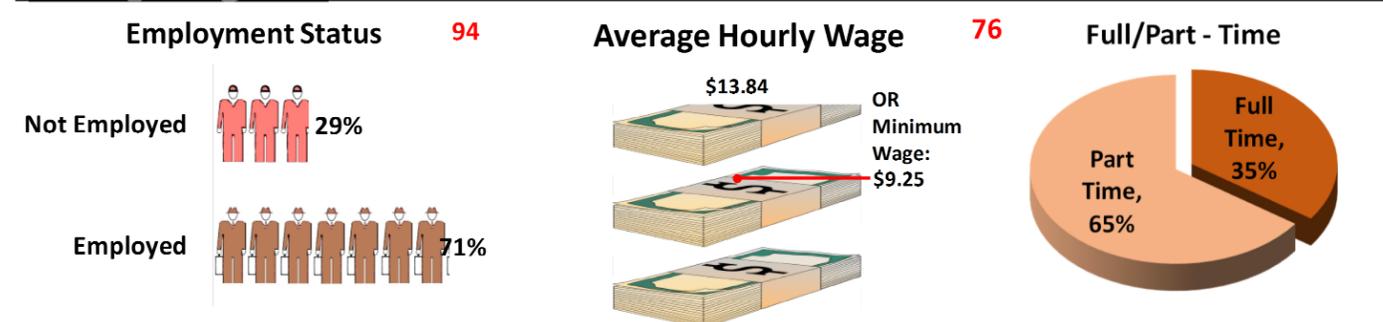
## At a Glance...



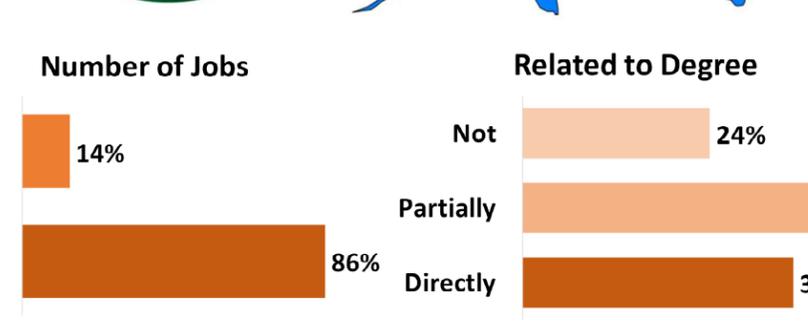
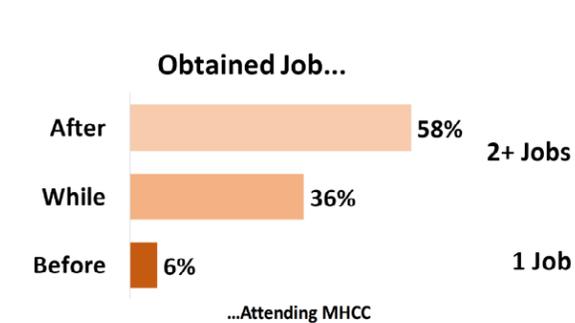
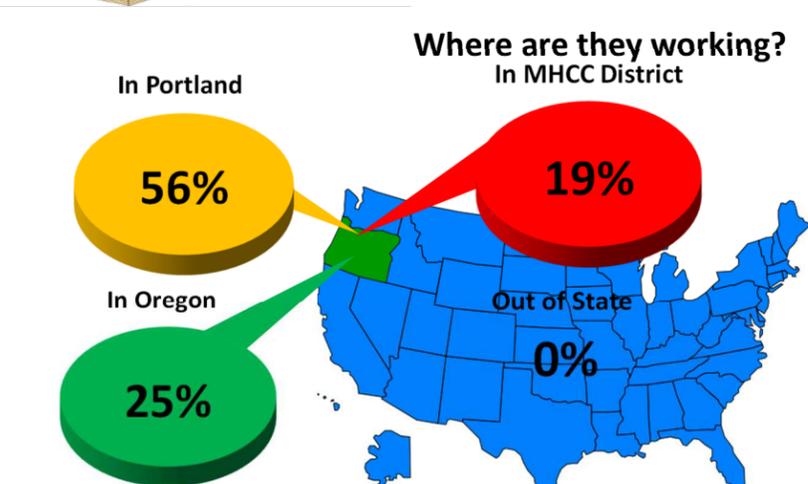
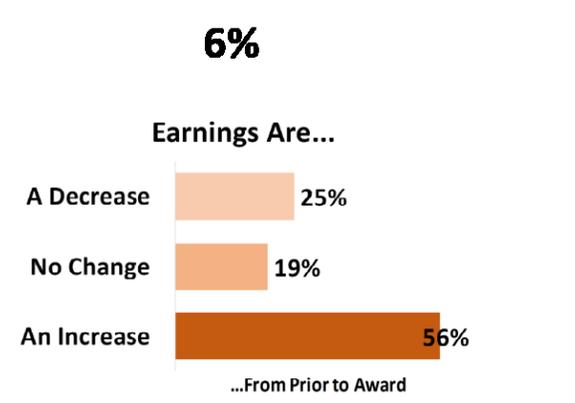
## Job Seekers Respondents Indicating They Are Looking for Work: 27



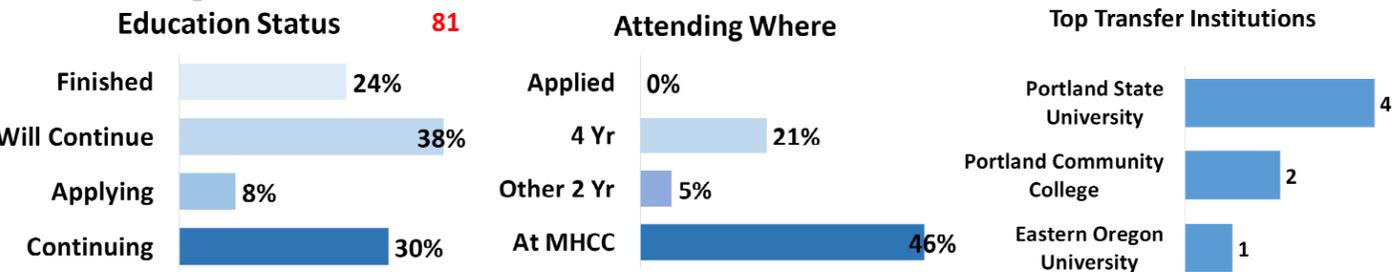
## Employed Respondents Indicating They Had At Least One Job: 37



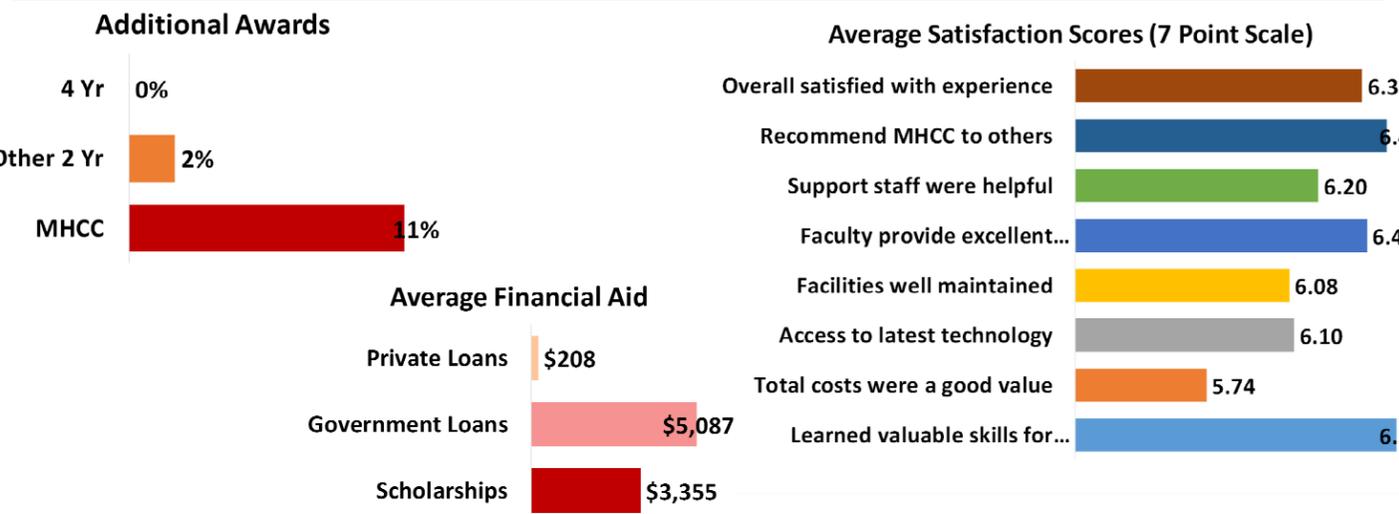
## Percent Self Employed / Independent Contractor: 6%



## Continuing Education Respondents Indicating They Are Continuing Education: 15



## Other Information



# Data Tables for: Business Technology

## Business Technology - Employment

Employment Status				
	Employed		Not Employed	
2014-15	18	78%	5	22%
2013-14	9	75%	3	25%
2012-13	6	67%	3	33%
2011-12	3	50%	3	50%
2010-11	1	50%	1	50%
Total	37	71%	15	29%

Hours Worked per Week And Full Time / Part Time Status							
	Avg Hours	Min	Max	Full Time		Part Time	
2014-15	26.29	20	40	1	14%	6	86%
2013-14	29.64	10	40	2	29%	5	71%
2012-13	40.00	14	51	4	80%	1	20%
2011-12	32.00	14	58	1	33%	2	67%
2010-11	20.00	20	20	0	0%	1	100%
Total	30.76	10	58	8	35%	15	65%

Calculated Hourly Wages				
	Avg Wage	Min	Max	5% Trimmed Avg Wage
2014-15	\$14.43	\$9.25	\$20.00	\$14.28
2013-14	\$13.89	\$8.95	\$24.04	\$13.60
2012-13	\$16.15	\$11.00	\$24.55	\$15.97
2011-12	\$12.82	\$9.21	\$17.24	
2010-11	\$9.00	\$9.00	\$9.00	
Total	\$14.19	\$8.95	\$24.55	\$13.84

Independent Contractor / Self Employed				
	Yes		No	
2014-15	0	0%	17	100%
2013-14	0	0%	9	100%
2012-13	0	0%	6	100%
2011-12	2	67%	1	33%
2010-11	0	0%	1	100%
Total	2	6%	34	94%

Salary Change from Prior to Award						
	Increase		No Change		Decrease	
2014-15	9	53%	3	18%	5	29%
2013-14	3	33%	2	22%	4	44%
2012-13	4	67%	2	33%	0	0%
2011-12	3	100%	0	0%	0	0%
2010-11	1	100%	0	0%	0	0%
Total	20	56%	7	19%	9	25%

Job Location									
	MHCC District		Portland		In State		Out of State		
2014-15	1	6%	9	53%	7	41%	0	0%	
2013-14	2	22%	6	67%	1	11%	0	0%	
2012-13	2	33%	4	67%	0	0%	0	0%	
2011-12	2	67%	1	33%	0	0%	0	0%	
2010-11	0	0%	0	0%	1	100%	0	0%	
Total	7	19%	20	56%	9	25%	0	0%	

Time Position Obtained (Relative to Award)						
	Before		During		After	
2014-15	1	6%	7	41%	9	53%
2013-14	1	11%	4	44%	4	44%
2012-13	0	0%	1	17%	5	83%
2011-12	0	0%	1	33%	2	67%
2010-11	0	0%	0	0%	1	100%
Total	2	6%	13	36%	21	58%

Number Of Jobs									
	1 Job		2 Jobs		3 Jobs		4+ Jobs		
2014-15	17	94%	1	6%	0	0%	0	0%	
2013-14	6	67%	3	33%	0	0%	0	0%	
2012-13	6	100%	0	0%	0	0%	0	0%	
2011-12	2	67%	1	33%	0	0%	0	0%	
2010-11	1	100%	0	0%	0	0%	0	0%	
Total	32	86%	5	14%	0	0%	0	0%	

Related to Degree						
	Directly		Partially		Not	
2014-15	5	28%	7	39%	6	33%
2013-14	3	33%	5	56%	1	11%
2012-13	3	50%	2	33%	1	17%
2011-12	1	33%	1	33%	1	33%
2010-11	1	100%	0	0%	0	0%
Total	13	35%	15	41%	9	24%

**Business Technology - Job Seekers**

Seeking Employment				
	Yes		No	
2014-15	15	68%	7	32%
2013-14	4	33%	8	67%
2012-13	3	33%	6	67%
2011-12	4	67%	2	33%
2010-11	1	50%	1	50%
<b>Total</b>	<b>27</b>	<b>53%</b>	<b>24</b>	<b>47%</b>

Seeking Full Time / Part Time						
	Full Time		Part Time		Either	
2014-15	5	33%	4	27%	6	40%
2013-14	2	50%	0	0%	2	50%
2012-13	2	67%	1	33%	0	0%
2011-12	2	50%	0	0%	2	50%
2010-11	1	100%	0	0%	0	0%
<b>Total</b>	<b>12</b>	<b>44%</b>	<b>5</b>	<b>19%</b>	<b>10</b>	<b>37%</b>

Seeking Work Related to Degree						
	Related		Not Related		Either	
2014-15	10	67%	0	0%	5	33%
2013-14	4	100%	0	0%	0	0%
2012-13	2	67%	0	0%	1	33%
2011-12	3	75%	0	0%	1	25%
2010-11	1	100%	0	0%	0	0%
<b>Total</b>	<b>20</b>	<b>74%</b>	<b>0</b>	<b>0%</b>	<b>7</b>	<b>26%</b>

Job Seeking Location								
	MHCC District		Portland		In State		Out of State	
2014-15	10	38%	11	42%	3	12%	2	8%
2013-14	2	29%	4	57%	1	14%	0	0%
2012-13	1	25%	1	25%	1	25%	1	25%
2011-12	4	67%	2	33%	0	0%	0	0%
2010-11	1	50%	1	50%	0	0%	0	0%
<b>Total</b>	<b>18</b>	<b>40%</b>	<b>19</b>	<b>42%</b>	<b>5</b>	<b>11%</b>	<b>3</b>	<b>7%</b>

Job Placement Services								
	Not Aware More Info		Not Aware Not Needed		Aware Used		Aware Not Used	
2014-15	23	100%	0	0%	0	0%	0	0%
2013-14	13	100%	0	0%	0	0%	0	0%
2012-13	8	100%	0	0%	0	0%	0	0%
2011-12	4	100%	0	0%	0	0%	0	0%
2010-11	1	100%	0	0%	0	0%	0	0%
<b>Total</b>	<b>49</b>	<b>100%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>

**Business Technology - Education**

Continuing Education Status								
	Continuing		Applying		Future Plans		Finished	
2014-15	3	14%	2	10%	12	57%	4	19%
2013-14	7	58%	1	8%	3	25%	1	8%
2012-13	2	22%	1	11%	3	33%	3	33%
2011-12	3	50%	0	0%	1	17%	2	33%
2010-11	0	0%	0	0%	0	0%	2	100%
<b>Total</b>	<b>15</b>	<b>30%</b>	<b>4</b>	<b>8%</b>	<b>19</b>	<b>38%</b>	<b>12</b>	<b>24%</b>

Continuing Education Where											
	MHCC		Other 2-Year		4- Year		Applied		Not Applied		
2014-15	10	56%	1	6%	3	17%	0	0%	4	22%	
2013-14	6	55%	1	9%	2	18%	0	0%	2	18%	
2012-13	1	17%	0	0%	3	50%	0	0%	2	33%	
2011-12	1	25%	0	0%	0	0%	0	0%	3	75%	
2010-11	0		0		0		0		0		
<b>Total</b>	<b>18</b>	<b>46%</b>	<b>2</b>	<b>5%</b>	<b>8</b>	<b>21%</b>	<b>0</b>	<b>0%</b>	<b>11</b>	<b>28%</b>	

Transfer Institutions		
University	Attending	Applied
Eastern Oregon University	1	0
Portland Community College	2	0
Portland State University	4	0

Business Technology - Response Rates by Degree				
<b>Associate of Applied Science - Office Management - Administrative Assistant</b>				
Grad Year	Total Graduates	Total Contacted	Total Respondents	Response Rate
2013-14	3	3	0	0.00%
2012-13	1	1	0	0.00%
2011-12	5	5	1	20.00%
2010-11	7	7	0	0.00%
Total	16	16	1	6.25%
<b>Associate of Applied Science - Administrative Office Professional</b>				
Grad Year	Total Graduates	Total Contacted	Total Respondents	Response Rate
2014-15	5	5	4	80.00%
2013-14	6	6	3	50.00%
2012-13	4	4	3	75.00%
Total	15	15	10	66.67%
<b>Associate of Applied Science - Administrative Office Professional - Human Resources Management</b>				
Grad Year	Total Graduates	Total Contacted	Total Respondents	Response Rate
2014-15	7	6	3	50.00%
2013-14	6	6	5	83.33%
2012-13	4	4	3	75.00%
Total	17	16	11	68.75%
<b>Certificate - Office Software Specialist</b>				
Grad Year	Total Graduates	Total Contacted	Total Respondents	Response Rate
2014-15	1	1	1	100.00%
2013-14	3	3	2	66.67%
2012-13	10	10	8	80.00%
2011-12	4	4	3	75.00%
2010-11	4	4	1	25.00%
Total	22	22	15	68.18%
<b>Certificate - Office Occupations</b>				
Grad Year	Total Graduates	Total Contacted	Total Respondents	Response Rate
2014-15	1	0	0	#Num!
2013-14	8	8	6	75.00%
2012-13	9	9	8	88.89%
2011-12	5	5	3	60.00%
2010-11	9	9	3	33.33%
Total	32	31	20	64.52%
<b>Certificate - Office Clerk</b>				
Grad Year	Total Graduates	Total Contacted	Total Respondents	Response Rate
2014-15	3	3	3	100.00%
Total	3	3	3	100.00%

Less Than One-Year Certificate - Office Assistant				
Grad Year	Total Graduates	Total Contacted	Total Respondents	Response Rate
2014-15	5	5	3	60.00%
Total	5	5	3	60.00%
Less Than One-Year Certificate - Office Software Specialist				
Grad Year	Total Graduates	Total Contacted	Total Respondents	Response Rate
2014-15	1	1	0	0.00%
Total	1	1	0	0.00%
Less Than One-Year Certificate - Office Clerk				
Grad Year	Total Graduates	Total Contacted	Total Respondents	Response Rate
2014-15	20	20	9	45.00%
2013-14	6	6	2	33.33%
2012-13	2	2	1	50.00%
Total	28	28	12	42.86%
Totals for Business Technology				
<b>Total</b>	<b>139</b>	<b>137</b>	<b>75</b>	<b>54.74%</b>
Note: Totals may not match Program Total Data Tables. Students with multiple awards are counted in each award earned.				

**Business Technology**

**Associate of Applied Science - Office Management - Administrative Assistant**

<b>Employment</b>																												
Grad Year	Employed		Number of Jobs				Related to Degree			Job Location				Time Position Obtained			Independent Contractor		Hours per Week			Calculated Salary			Salary Change			
	Yes	No	1	2	3	4+	Directly	Partially	Not	MHCC District	Portland	In-State	Out-of-State	Before Starting	While Attending	After Award	Yes	No	Avg. Hours	# Full-Time	# Part-Time	Avg. Salary	Min. Salary	Max. Salary	Increase	No Change	Decrease	
2011-12	1	0	1	0	0	0	0	0	1	1	0	0	0	0	1	0	0	1	0	24.00	0	1	\$9.25	\$9.25	\$9.25	1	0	0
	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	24.00	0	1	\$9.25	\$9.25	\$9.25	100.00%	0.00%	0.00%	
<b>Totals</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>24.00</b>	<b>0</b>	<b>1</b>	<b>\$9.25</b>	<b>\$9.25</b>	<b>\$9.25</b>	<b>1</b>	<b>0</b>	<b>0</b>	
	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	24.00	0	1	\$9.25	\$9.25	\$9.25	100.00%	0.00%	0.00%	

<b>Job Seeking</b>																
Grad Year	Seeking Employment		Seeking FT/PT			Related to Degree			Job Seeking Location				Job Placement Services			
	Yes	No	Full-Time	Part-Time	Either	Related	Not Related	Either	MHCC District	Portland	In-State	Out-of-State	Not Aware More Info	Not Aware Not Needed	Aware Used	Aware Not Used
2011-12	1	0	0	0	1	1	0	0	1	1	0	0	1	0	0	0
	100.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
<b>Totals</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	
	100.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%

<b>Education</b>									
Grad Year	Continuing Education Status				Continuing Education Where				
	Continuing	Applying	Future Plans	Finished	At MHCC	Other 2Yr College	4Yr University	Currently Applying	Have Not Applied
2011-12	0	0	0	1	0	0	0	0	0
	0.00%	0.00%	0.00%	100.00%	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	0.00%	0.00%	0.00%	100.00%	0	0	0	0	0

# Business Technology

## Associate of Applied Science - Administrative Office Professional

Employment																											
Grad Year	Employed		Number of Jobs				Related to Degree			Job Location				Time Position Obtained			Independent Contractor		Hours per Week			Calculated Salary			Salary Change		
	Yes	No	1	2	3	4+	Directly	Partially	Not	MHCC District	Portland	In-State	Out-of-State	Before Starting	While Attending	After Award	Yes	No	Avg. Hours	# Full-Time	# Part-Time	Avg. Salary	Min. Salary	Max. Salary	Increase	No Change	Decrease
2014-15	4	0	3	1	0	0	1	2	1	0	3	1	0	0	2	1	0	3	30.00	0	1	\$12.00	\$12.00	\$12.00	2	1	0
	100.00%	0.00%	75.00%	25.00%	0.00%	0.00%	25.00%	50.00%	25.00%	0.00%	75.00%	25.00%	0.00%	0.00%	66.67%	33.33%	0.00%	100.00%							66.67%	33.33%	0.00%
2013-14	2	1	1	1	0	0	0	2	0	0	1	1	0	0	0	2	0	2	30.00	0	1	\$9.25	\$9.25	\$9.25	0	1	1
	66.67%	33.33%	50.00%	50.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							0.00%	50.00%	50.00%
2012-13	2	1	2	0	0	0	1	0	1	1	1	0	0	0	0	2	0	2	50.00	1	0	\$24.55	\$24.55	\$24.55	1	1	0
	66.67%	33.33%	100.00%	0.00%	0.00%	0.00%	50.00%	0.00%	50.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							50.00%	50.00%	0.00%
<b>Totals</b>	<b>8</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>7</b>	<b>36.67</b>	<b>1</b>	<b>2</b>	<b>\$15.27</b>	<b>\$9.25</b>	<b>\$24.55</b>	<b>3</b>	<b>3</b>	<b>1</b>
	80.00%	20.00%	75.00%	25.00%	0.00%	0.00%	25.00%	50.00%	25.00%	12.50%	62.50%	25.00%	0.00%	0.00%	28.57%	71.43%	0.00%	100.00%							42.86%	42.86%	14.29%

Job Seeking																
Grad Year	Seeking Employment		Seeking FT/PT			Related to Degree			Job Seeking Location				Job Placement Services			
	Yes	No	Full-Time	Part-Time	Either	Related	Not Related	Either	MHCC District	Portland	In-State	Out-of-State	Not Aware More Info	Not Aware Not Needed	Aware Used	Aware Not Used
2014-15	2	1	1	1	0	2	0	0	1	1	1	1	4	0	0	0
	66.67%	33.33%	50.00%	50.00%	0.00%	100.00%	0.00%	0.00%	25.00%	25.00%	25.00%	25.00%	100.00%	0.00%	0.00%	0.00%
2013-14	1	2	1	0	0	1	0	0	0	1	0	0	3	0	0	0
	33.33%	66.67%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
2012-13	0	3	0	0	0	0	0	0	0	0	0	0	2	0	0	0
	0.00%	100.00%											100.00%	0.00%	0.00%	0.00%
<b>Totals</b>	<b>3</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>
	33.33%	66.67%	66.67%	33.33%	0.00%	100.00%	0.00%	0.00%	20.00%	40.00%	20.00%	20.00%	100.00%	0.00%	0.00%	0.00%

Education									
Grad Year	Continuing Education Status				Continuing Education Where				
	Continuing	Applying	Future Plans	Finsihed	At MHCC	Other 2Yr College	4Yr University	Currently Applying	Have Not Applied
2014-15	0	1	0	2	0	0	1	0	0
	0.00%	33.33%	0.00%	66.67%	0.00%	0.00%	100.00%	0.00%	0.00%
2013-14	1	0	1	0	0	1	0	0	1
	50.00%	0.00%	50.00%	0.00%	0.00%	50.00%	0.00%	0.00%	50.00%
2012-13	1	1	0	1	0	0	2	0	0
	33.33%	33.33%	0.00%	33.33%	0.00%	0.00%	100.00%	0.00%	0.00%
<b>Totals</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>1</b>
	25.00%	25.00%	12.50%	37.50%	0.00%	20.00%	60.00%	0.00%	20.00%

# Business Technology

## Associate of Applied Science - Administrative Office Professional - Human Resources Management

Employment																											
Grad Year	Employed		Number of Jobs				Related to Degree			Job Location				Time Position Obtained			Independent Contractor		Hours per Week			Calculated Salary			Salary Change		
	Yes	No	1	2	3	4+	Directly	Partially	Not	MHCC District	Portland	In-State	Out-of-State	Before Starting	While Attending	After Award	Yes	No	Avg. Hours	# Full-Time	# Part-Time	Avg. Salary	Min. Salary	Max. Salary	Increase	No Change	Decrease
2014-15	2	1	2	0	0	0	1	1	0	0	1	1	0	0	0	2	0	2	30.00	1	1	\$15.94	\$11.88	\$20.00	2	0	0
	66.67%	33.33%	100.00%	0.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							100.00%	0.00%	0.00%
2013-14	5	0	4	1	0	0	2	3	0	1	3	1	0	0	2	3	0	5	31.88	1	3	\$14.58	\$13.75	\$15.00	2	0	3
	100.00%	0.00%	80.00%	20.00%	0.00%	0.00%	40.00%	60.00%	0.00%	20.00%	60.00%	20.00%	0.00%	0.00%	40.00%	60.00%	0.00%	100.00%							40.00%	0.00%	60.00%
2012-13	2	1	2	0	0	0	1	1	0	0	2	0	0	0	1	1	0	2	48.00	2	0	\$16.11	\$11.27	\$20.94	1	1	0
	66.67%	33.33%	100.00%	0.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	50.00%	50.00%	0.00%	100.00%							50.00%	50.00%	0.00%
<b>Totals</b>	<b>9</b>	<b>2</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>9</b>	<b>35.44</b>	<b>4</b>	<b>4</b>	<b>\$15.41</b>	<b>\$11.27</b>	<b>\$20.94</b>	<b>5</b>	<b>1</b>	<b>3</b>
	81.82%	18.18%	88.89%	11.11%	0.00%	0.00%	44.44%	55.56%	0.00%	11.11%	66.67%	22.22%	0.00%	0.00%	33.33%	66.67%	0.00%	100.00%							55.56%	11.11%	33.33%

Job Seeking																
Grad Year	Seeking Employment		Seeking FT/PT			Related to Degree			Job Seeking Location				Job Placement Services			
	Yes	No	Full-Time	Part-Time	Either	Related	Not Related	Either	MHCC District	Portland	In-State	Out-of-State	Not Aware More Info	Not Aware Not Needed	Aware Used	Aware Not Used
2014-15	1	2	1	0	0	1	0	0	1	1	0	0	3	0	0	0
	33.33%	66.67%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
2013-14	0	5	0	0	0	0	0	0	0	0	0	0	5	0	0	0
	0.00%	100.00%											100.00%	0.00%	0.00%	0.00%
2012-13	1	2	1	0	0	1	0	0	0	0	1	0	3	0	0	0
	33.33%	66.67%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%
<b>Totals</b>	<b>2</b>	<b>9</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>
	18.18%	81.82%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	33.33%	33.33%	33.33%	0.00%	100.00%	0.00%	0.00%	0.00%

Education										
Grad Year	Continuing Education Status				Continuing Education Where					
	Continuing	Applying	Future Plans	Finsihed	At MHCC	Other 2Yr College	4Yr University	Currently Applying	Have Not Applied	
2014-15	0	0	2	1	1	0	0	0	1	
	0.00%	0.00%	66.67%	33.33%	50.00%	0.00%	0.00%	0.00%	50.00%	
2013-14	3	0	2	0	2	1	1	0	1	
	60.00%	0.00%	40.00%	0.00%	40.00%	20.00%	20.00%	0.00%	20.00%	
2012-13	1	0	1	1	0	0	1	0	1	
	33.33%	0.00%	33.33%	33.33%	0.00%	0.00%	50.00%	0.00%	50.00%	
<b>Totals</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>	
	36.36%	0.00%	45.45%	18.18%	33.33%	11.11%	22.22%	0.00%	33.33%	

# Business Technology

## Certificate - Office Software Specialist

Employment																											
Grad Year	Employed		Number of Jobs				Related to Degree			Job Location				Time Position Obtained			Independent Contractor		Hours per Week			Calculated Salary			Salary Change		
	Yes	No	1	2	3	4+	Directly	Partially	Not	MHCC District	Portland	In-State	Out-of-State	Before Starting	While Attending	After Award	Yes	No	Avg. # Full-Hours	# Part-Time	Avg. Salary	Min. Salary	Max. Salary	Increase	No Change	Decrease	
2014-15	0 0.00%	1 100.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0	
2013-14	1 50.00%	1 50.00%	1	0	0	0	1	0	0	0	1	0	0	0	1	0	0	1	40.00	1	\$24.04	\$24.04	\$24.04	1	0	0	
2012-13	5 62.50%	3 37.50%	5	0	0	0	2	2	1	2	3	0	0	0	0	5	0	5	38.75	3	\$14.96	\$11.00	\$24.55	4	1	0	
2011-12	1 25.00%	3 75.00%	0	1	0	0	0	1	0	0	0	0	0	0	0	1	1	0	58.00	1	\$17.24	\$17.24	\$17.24	1	0	0	
2010-11	0 0.00%	1 100.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				0	0	0	
<b>Totals</b>	<b>7</b> 43.75%	<b>9</b> 56.25%	<b>6</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>42.17</b>	<b>5</b>	<b>\$16.85</b>	<b>\$11.00</b>	<b>\$24.55</b>	<b>6</b>	<b>1</b>	<b>0</b>	

Job Seeking																
Grad Year	Seeking Employment		Seeking FT/PT			Related to Degree			Job Seeking Location				Job Placement Services			
	Yes	No	Full-Time	Part-Time	Either	Related	Not Related	Either	MHCC District	Portland	In-State	Out-of-State	Not Aware More Info	Not Aware Not Needed	Aware Used	Aware Not Used
2014-15	1 100.00%	0 0.00%	0	1	0	1	0	0	1	1	0	0	1	0	0	0
2013-14	1 50.00%	1 50.00%	0	0	1	1	0	0	1	1	1	0	2	0	0	0
2012-13	3 37.50%	5 62.50%	2	1	0	2	0	1	1	1	1	1	7	0	0	0
2011-12	3 75.00%	1 25.00%	2	0	1	2	0	1	3	1	0	0	3	0	0	0
2010-11	1 100.00%	0 0.00%	1	0	0	1	0	0	1	1	0	0	1	0	0	0
<b>Totals</b>	<b>9</b> 56.25%	<b>7</b> 43.75%	<b>5</b>	<b>2</b>	<b>2</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>

Education										
Grad Year	Continuing Education Status				Continuing Education Where					
	Continuing	Applying	Future Plans	Finsihed	At MHCC	Other 2Yr College	4Yr University	Currently Applying	Have Not Applied	
2014-15	1 100.00%	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
2013-14	1 50.00%	0 0.00%	0 0.00%	1 50.00%	1 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	
2012-13	2 25.00%	1 12.50%	3 37.50%	2 25.00%	1 16.67%	0 0.00%	3 50.00%	0 0.00%	2 33.33%	
2011-12	3 75.00%	0 0.00%	1 25.00%	0 0.00%	1 25.00%	0 0.00%	0 0.00%	0 0.00%	3 75.00%	
2010-11	0 0.00%	0 0.00%	0 0.00%	1 100.00%	0	0	0	0	0	
<b>Totals</b>	<b>7</b> 43.75%	<b>1</b> 6.25%	<b>4</b> 25.00%	<b>4</b> 25.00%	<b>4</b> 33.33%	<b>0</b> 0.00%	<b>3</b> 25.00%	<b>0</b> 0.00%	<b>5</b> 41.67%	

# Business Technology

## Certificate - Office Occupations

Employment																											
Grad Year	Employed		Number of Jobs				Related to Degree			Job Location				Time Position Obtained			Independent Contractor		Hours per Week			Calculated Salary			Salary Change		
	Yes	No	1	2	3	4+	Directly	Partially	Not	MHCC District	Portland	In-State	Out-of-State	Before Starting	While Attending	After Award	Yes	No	Avg. Hours	# Full-Time	# Part-Time	Avg. Salary	Min. Salary	Max. Salary	Increase	No Change	Decrease
2013-14	4	1	3	1	0	0	2	1	1	0	3	1	0	1	1	2	0	4	30.00	2	1	\$15.93	\$10.00	\$24.04	2	1	1
	80.00%	20.00%	75.00%	25.00%	0.00%	0.00%	50.00%	25.00%	25.00%	0.00%	75.00%	25.00%	0.00%	25.00%	25.00%	50.00%	0.00%	100.00%							50.00%	25.00%	25.00%
2012-13	5	3	5	0	0	0	2	2	1	2	3	0	0	0	0	5	0	5	38.75	3	1	\$14.96	\$11.00	\$24.55	4	1	0
	62.50%	37.50%	100.00%	0.00%	0.00%	0.00%	40.00%	40.00%	20.00%	40.00%	60.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							80.00%	20.00%	0.00%	
2011-12	2	2	1	1	0	0	1	1	0	1	1	0	0	0	0	2	2	0	36.00	1	1	\$14.62	\$12.00	\$17.24	2	0	0
	50.00%	50.00%	50.00%	50.00%	0.00%	0.00%	50.00%	50.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%							100.00%	0.00%	0.00%	
2010-11	1	1	1	0	0	0	1	0	0	0	0	1	0	0	0	1	0	1	20.00	0	1	\$9.25	\$9.25	\$9.25	1	0	0
	50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	100.00%							100.00%	0.00%	0.00%	
Totals	12	7	10	2	0	0	6	4	2	3	7	2	0	1	1	10	2	10	33.70	6	4	\$14.61	\$9.25	\$24.55	9	2	1
	63.16%	36.84%	83.33%	16.67%	0.00%	0.00%	50.00%	33.33%	16.67%	25.00%	58.33%	16.67%	0.00%	8.33%	8.33%	83.33%	16.67%	83.33%							75.00%	16.67%	8.33%

Job Seeking																								
Grad Year	Seeking Employment		Seeking FT/PT			Related to Degree			Job Seeking Location				Job Placement Services											
	Yes	No	Full-Time	Part-Time	Either	Related	Not Related	Either	MHCC District	Portland	In-State	Out-of-State	Not Aware More Info	Not Aware Not Needed	Aware Used	Aware Not Used								
2013-14	2	3	0	0	2	2	0	0	2	2	1	0	6	0	0	0								
	40.00%	60.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	40.00%	40.00%	20.00%	0.00%	100.00%	0.00%	0.00%	0.00%								
2012-13	3	5	2	1	0	2	0	1	1	1	1	1	7	0	0	0								
	37.50%	62.50%	66.67%	33.33%	0.00%	66.67%	0.00%	33.33%	25.00%	25.00%	25.00%	25.00%	100.00%	0.00%	0.00%	0.00%								
2011-12	2	2	2	0	0	2	0	0	2	0	0	0	2	0	0	0								
	50.00%	50.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%								
2010-11	1	1	1	0	0	1	0	0	1	1	0	0	1	0	0	0								
	50.00%	50.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%								
Totals	8	11	5	1	2	7	0	1	6	4	2	1	16	0	0	0								
	42.11%	57.89%	62.50%	12.50%	25.00%	87.50%	0.00%	12.50%	46.15%	30.77%	15.38%	7.69%	100.00%	0.00%	0.00%	0.00%								

Education																								
Grad Year	Continuing Education Status				Continuing Education Where																			
	Continuing	Applying	Future Plans	Finsihed	At MHCC	Other 2Yr College	4Yr University	Currently Applying	Have Not Applied															
2013-14	4	0	1	1	3	1	1	0	0															
	66.67%	0.00%	16.67%	16.67%	60.00%	20.00%	20.00%	0.00%	0.00%															
2012-13	2	1	3	2	1	0	3	0	2															
	25.00%	12.50%	37.50%	25.00%	16.67%	0.00%	50.00%	0.00%	33.33%															
2011-12	2	0	1	1	0	0	0	0	3															
	50.00%	0.00%	25.00%	25.00%	0.00%	0.00%	0.00%	0.00%	100.00%															
2010-11	0	0	0	2	0	0	0	0	0															
	0.00%	0.00%	0.00%	100.00%																				
Totals	8	1	5	6	4	1	4	0	5															
	40.00%	5.00%	25.00%	30.00%	28.57%	7.14%	28.57%	0.00%	35.71%															

# Business Technology

## Certificate - Office Clerk

### Employment

Grad Year	Employed		Number of Jobs				Related to Degree			Job Location				Time Position Obtained			Independent Contractor		Hours per Week			Calculated Salary			Salary Change		
	Yes	No	1	2	3	4+	Directly	Partially	Not	MHCC District	Portland	In-State	Out-of-State	Before Starting	While Attending	After Award	Yes	No	Avg. Hours	# Full-Time	# Part-Time	Avg. Salary	Min. Salary	Max. Salary	Increase	No Change	Decrease
2014-15	3	1	3	0	0	0	0	0	3	0	1	2	0	1	2	0	0	3	23.33	0	3	\$15.96	\$9.25	\$19.31	0	1	2
	75.00%	25.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	33.33%	66.67%	0.00%	33.33%	66.67%	0.00%	0.00%	100.00%							0.00%	33.33%	66.67%
<b>Totals</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>23.33</b>	<b>0</b>	<b>3</b>	<b>\$15.96</b>	<b>\$9.25</b>	<b>\$19.31</b>	<b>0</b>	<b>1</b>	<b>2</b>
	75.00%	25.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	33.33%	66.67%	0.00%	33.33%	66.67%	0.00%	0.00%	100.00%							0.00%	33.33%	66.67%

### Job Seeking

Grad Year	Seeking Employment		Seeking FT/PT			Related to Degree			Job Seeking Location				Job Placement Services			
	Yes	No	Full-Time	Part-Time	Either	Related	Not Related	Either	MHCC District	Portland	In-State	Out-of-State	Not Aware More Info	Not Aware Not Needed	Aware Used	Aware Not Used
2014-15	4	0	0	1	3	2	0	2	1	3	0	0	4	0	0	0
	100.00%	0.00%	0.00%	25.00%	75.00%	50.00%	0.00%	50.00%	25.00%	75.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
<b>Totals</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>
	100.00%	0.00%	0.00%	25.00%	75.00%	50.00%	0.00%	50.00%	25.00%	75.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%

### Education

Grad Year	Continuing Education Status				Continuing Education Where				
	Continuing	Applying	Future Plans	Finished	At MHCC	Other 2Yr College	4Yr University	Currently Applying	Have Not Applied
2014-15	0	1	3	0	2	1	1	0	0
	0.00%	25.00%	75.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%
<b>Totals</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
	0.00%	25.00%	75.00%	0.00%	50.00%	25.00%	25.00%	0.00%	0.00%

## Business Technology

### Less Than One-Year Certificate - Office Assistant

Employment																											
Grad Year	Employed		Number of Jobs				Related to Degree			Job Location				Time Position Obtained			Independent Contractor		Hours per Week			Calculated Salary			Salary Change		
	Yes	No	1	2	3	4+	Directly	Partially	Not	MHCC District	Portland	In-State	Out-of-State	Before Starting	While Attending	After Award	Yes	No	Avg. Hours	# Full-Time	# Part-Time	Avg. Salary	Min. Salary	Max. Salary	Increase	No Change	Decrease
2014-15	1	1	1	0	0	0	0	0	1	0	0	1	0	0	0	1	0	1	24.00	0	1	\$9.25	\$9.25	\$9.25	0	0	1
	50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	100.00%							0.00%	0.00%	100.00%	
<b>Totals</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>24.00</b>	<b>0</b>	<b>1</b>	<b>\$9.25</b>	<b>\$9.25</b>	<b>\$9.25</b>	<b>0</b>	<b>0</b>	<b>1</b>
	50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	100.00%							0.00%	0.00%	100.00%	

Job Seeking																	
Grad Year	Seeking Employment		Seeking FT/PT			Related to Degree				Job Seeking Location				Job Placement Services			
	Yes	No	Full-Time	Part-Time	Either	Related	Not Related	Either	MHCC District	Portland	In-State	Out-of-State	Not Aware More Info	Not Aware Not Needed	Aware Used	Aware Not Used	
2014-15	2	0	0	0	2	2	0	0	1	1	0	0	2	0	0	0	
	100.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	100.00%	0.00%	0.00%	0.00%	100.00%	100.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	

Education										
Grad Year	Continuing Education Status				Continuing Education Where					
	Continuing	Applying	Future Plans	Finished	At MHCC	Other 2Yr College	4Yr University	Currently Applying	Have Not Applied	
2014-15	1	0	1	0	1	0	1	0	0	
	50.00%	0.00%	50.00%	0.00%	50.00%	0.00%	50.00%	0.00%	0.00%	
<b>Totals</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	
	50.00%	0.00%	50.00%	0.00%	50.00%	0.00%	50.00%	0.00%	0.00%	



# Business Technology

## Less Than One-Year Certificate - Office Clerk

Employment																											
Grad Year	Employed		Number of Jobs				Related to Degree			Job Location				Time Position Obtained			Independent Contractor		Hours per Week			Calculated Salary			Salary Change		
	Yes	No	1	2	3	4+	Directly	Partially	Not	MHCC District	Portland	In-State	Out-of-State	Before Starting	While Attending	After Award	Yes	No	Avg. Hours	# Full-Time	# Part-Time	Avg. Salary	Min. Salary	Max. Salary	Increase	No Change	Decrease
2014-15	8	1	8	0	0	0	3	4	1	1	4	2	0	0	3	5	0	8		0	0				5	1	2
	88.89%	11.11%	100.00%	0.00%	0.00%	0.00%	37.50%	50.00%	12.50%	14.29%	57.14%	28.57%	0.00%	0.00%	37.50%	62.50%	0.00%	100.00%							62.50%	12.50%	25.00%
2013-14	1	1	0	1	0	0	0	1	0	1	0	0	0	0	1	0	0	1		0	0	\$10.50	\$10.50	\$10.50	0	0	1
	50.00%	50.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%							0.00%	0.00%	100.00%
2012-13	1	0	1	0	0	0	0	1	0	0	1	0	0	0	0	1	0	1	40.00	1	0	\$13.00	\$13.00	\$13.00	1	0	0
	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	100.00%							100.00%	0.00%	0.00%
<b>Totals</b>	<b>10</b>	<b>2</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>10</b>	<b>40.00</b>	<b>1</b>	<b>0</b>	<b>\$11.75</b>	<b>\$10.50</b>	<b>\$13.00</b>	<b>6</b>	<b>1</b>	<b>3</b>
	83.33%	16.67%	90.00%	10.00%	0.00%	0.00%	30.00%	60.00%	10.00%	22.22%	55.56%	22.22%	0.00%	0.00%	40.00%	60.00%	0.00%	100.00%							60.00%	10.00%	30.00%

Job Seeking																
Grad Year	Seeking Employment		Seeking FT/PT			Related to Degree			Job Seeking Location				Job Placement Services			
	Yes	No	Full-Time	Part-Time	Either	Related	Not Related	Either	MHCC District	Portland	In-State	Out-of-State	Not Aware More Info	Not Aware Not Needed	Aware Used	Aware Not Used
2014-15	5	4	3	1	1	2	0	3	5	4	2	1	9	0	0	0
	55.56%	44.44%	60.00%	20.00%	20.00%	40.00%	0.00%	60.00%	41.67%	33.33%	16.67%	8.33%	100.00%	0.00%	0.00%	0.00%
2013-14	1	1	1	0	0	1	0	0	0	1	0	0	2	0	0	0
	50.00%	50.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%
2012-13	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0
	0.00%	100.00%											100.00%	0.00%	0.00%	0.00%
<b>Totals</b>	<b>6</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>
	50.00%	50.00%	66.67%	16.67%	16.67%	50.00%	0.00%	50.00%	38.46%	38.46%	15.38%	7.69%	100.00%	0.00%	0.00%	0.00%

Education										
Grad Year	Continuing Education Status				Continuing Education Where					
	Continuing	Applying	Future Plans	Finsihed	At MHCC	Other 2Yr College	4Yr University	Currently Applying	Have Not Applied	
2014-15	1	0	6	1	5	0	0	0	3	
	12.50%	0.00%	75.00%	12.50%	62.50%	0.00%	0.00%	0.00%	37.50%	
2013-14	1	1	0	0	1	0	1	0	0	
	50.00%	50.00%	0.00%	0.00%	50.00%	0.00%	50.00%	0.00%	0.00%	
2012-13	0	0	1	0	1	0	0	0	0	
	0.00%	0.00%	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	
<b>Totals</b>	<b>2</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>3</b>	
	18.18%	9.09%	63.64%	9.09%	63.64%	0.00%	9.09%	0.00%	27.27%	

# Business Technology

## List of Employers

Ambridge Event Center

Brooks Staffing & HDE Home Care

Catholic Charities

City of Gresham

J. Frank Schmidt and Son

Jubitz Corporation

Kelly Services (Temp Agency), Modern Machinery  
(Company I work for through the temp agency)

Mcloughlin Automall

Medical Staffing Network

MHCC

Mt Hood Community College

Nabisco~~Mondelez International

PBSI

Reddaway

Retail

The Standard

Walgreens

Washington County

Welocalize

## Business Technology: Question 1

### Was there a specific course (or courses) you considered more valuable than others?

- \* Communication Technologies
- \* English for Careers was my favorite class and I really enjoyed having Catherine for an instructor. I learned a lot more about punctuation, proofreading and editing, and was able to help the students that had a difficult time with English. I enjoyed that part. Also, learning Outlook has helped me on my current job. I am also using some of the computer skills that I learned.
- \* In all my classes I learned something new. I would say all classes were very valuable to me.
- \* All of the courses was prefect and fabulous.
- \* My current course, BA265 with Morris has finally given me the opportunity to work in a team that functions properly. She gave us time to get to know each other as well as actual ideas on how to work together. The material is helpful too.
- \* The Hybrid program of Microsoft office suites 2013 which partly learning online and partly meeting with Instructors in classes was extremely valuable for me. It helped reinforced systematically my Microsoft office suites skills.
- \* Communication Technologies
- \* CIS 284NS I have not used the skills yet that were learned, but looking forward using in the real world.
- \* No, all are necessary in our future employment, but I enjoyed communication classes and all others which are connected with communication because everything start and end with a good communication.
- \* Editing Techniques / Introduction to Business Computing
- \* All the items that were included in the training course I liked. / I am very happy. / I got a good knowledge of computer programs.
- \* Intro to Business Computing, Communication Technologies, Introduction to Business, Records and Information / Management, Payroll Accounting and Payroll, Tax Filing Requirements, and Introduction to Business Law.
- \* Business English coincided with writing 121 and was a great refresher having been out to the game for so long. I use all of the Microsoft suite every day and the skills I learned are very valuable. I am suprised how little the people I work with know about Excel and Access. Learning the skills I did gave me the confidence to enter the workforce and know what I was doing. I have been working for Washington County since the day I graduated and am having a blast in my new career.
- \* BA131, / BT116 / BT123A / BA205 / BT111
- \* No, they all where very valuable to me.

## Business Technology: Question 2

### Are there any new tools, applications or standards the program should address?

- \* More in-depth course in QuickBooks
- \* publisher
- \* No, every tools, applications, or standards were covered by the program.
- \* I cannot answer this question as Washington County is still using Office 2010. They are a little behind the times.
- \* I think the programs that are already applied are very good and helpful.
- \* I pretty sure there are lots of new tools out there I have not discovered them yet.
- \* More Math maybe until MTH 111.
- \* I think training is so good and interesting that complement nothing.This is my opinion.
- \* How to use various office equipment found in common office areas of medical, law, general business. Offer more business law and human resource classes for the general administration associates.
- \* The teaching technics are updated. I found the teaching technics at the time I was studying at MHCC was the most updated
- \* Advanced course in QuickBooks