

business, career studies and technologies

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SOUTHWEST
TENNESSEE COMMUNITY COLLEGE

Business, Career Studies and Technologies

The Business, Career Studies and Technologies Division offers a broad range of programs for students entering the workforce, for workers upgrading their employment skills and for students transferring to four-year institutions. Associate of Applied Science (A.A.S.) degrees, an Associate of Science (A.S.) degree, and technical certificates are offered. Each Associate of Applied Science degree program consists of two years of college-level courses to prepare individuals for the workforce. The two-year Associate of Science University Parallel degree prepares students for transfer to baccalaureate programs in the business field.

Accountancy, Office Administration and Career Studies

The Accountancy, Office Administration and Career Studies department offers a quality learning environment, conducive to providing students with skills and competencies for employment and career advancement as well as some university transfer opportunities.

Associate of Applied Science Degree

- Accountancy with a concentration in:
 - Computer
 - Taxation
- Fire Science
- Hospitality Management with a concentration in:
 - Culinary Arts
 - Food and Beverage Management
 - Hotel-Motel Management
- Office Administration with a concentration in:
 - Court Reporting/Closed Captioning
 - Financial Administrative Assistant
 - General Administrative Assistant
 - Legal Administrative Assistant
 - Medical Administrative Assistant

Technical Certificates of Credit

- Accounting
- Computer Software Specialist
- Occupational Safety and Environmental Health

Business Administration

Business Administration offers instruction in state-of-the-art business education to prepare students for the workforce. All areas of concentration emphasize management and leadership skills. A university parallel program is available for students wanting to receive an Associate of Science degree and transfer to a four-year baccalaureate business program.

Associate of Applied Science Degree

- Business and Commerce with a concentration in:
 - Banking and Finance
 - Electronic Business Management
 - Human Resource Management
 - Logistic/Transportation Management
 - Management
 - Quality and Productivity

Business Administration (continued)

- General Technology with:
 - Business Emphasis
 - Technology Emphasis
- Mid-Management

Associate of Science Degree

- Business Administration

Technical Certificates of Credit

- Customs Brokerage
- Quality and Productivity – Basic
- Quality and Productivity – Advanced

Paralegal Studies

Paralegal Studies provides students the opportunity to learn aspects of the law and the practical skills needed to work in legal-related careers.

Associate of Applied Science Degree

- Paralegal Studies with a concentration in:
 - Corporate and Banking
 - General Practice
 - Litigation
 - Real Estate

Computer Technologies

Computer Technologies has two major program areas, Information Technology and Graphic Arts Technology.

The Information Technology program is designed to prepare students with the necessary knowledge and skills to work in a business IT environment.

Associate of Applied Science Degree

- Information Technology with a concentration in:
 - Business Applications Programming
 - Communications
 - Component Programming
 - Emerging Technologies
 - Generalist
 - UNIX/Linux
 - Visual Desktop Applications Development
 - Web Applications Development

The Graphic Arts Technology program is designed to prepare students for a career in the graphic arts industry, including prepress and interactive multimedia.

Associate of Applied Science Degree

- Graphic Arts Technology with a concentration in:
 - Graphic Arts Production
 - Interactive Multimedia



Engineering Technologies

Engineering Technologies offers accredited engineering technology programs and technical certificates of credit. These programs prepare students with the necessary knowledge and skills to work in an engineering field.

Associate of Applied Science Degree

- Architectural Engineering Technology with a concentration in:
 - Architectural Design
 - Civil/Construction Engineering
- Computer Engineering Technology
- Electrical Engineering Technology with a concentration in:
 - Electrical
 - Telecommunications
- Mechanical Engineering Technology with a concentration in:
 - Mechanical Design
 - Manufacturing

Technical Certificates of Credit

- Manufacturing Fundamentals
- Manufacturing Graphics
- Quality Assurance

Industrial and Environmental Technologies

Industrial and Environmental Technologies include programs in electronic technology and landscape and turfgrass management. These programs prepare students with the skills needed to enter the industrial, automotive, electronic or environmental workforce.

Associate of Applied Science Degree

- Automotive Service Technology
- Electronic Technology
- Landscape and Turfgrass Management with a concentration in:
 - Landscape Management
 - Turfgrass Management

Technical Certificates of Credit

- Electric Utility Construction
- Landscape Management
- Turfgrass Management
- Utility Technology with a concentration in:
 - Electric
 - Gas

90%

**Business, Career Studies
and Technologies have at
least a 90 percent job
placement rate in all areas.**

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Why choose Southwest?

- Fully accredited programs by the Commission on Colleges of the Southern Association of Colleges and Schools
- Small classes for more personalized attention
- Flexible class schedules available at multiple campuses, centers, sites; and distance learning opportunities
- Affordable tuition
- Support services, including career counseling, free tutoring and career services, financial aid, job opportunity assistance and on-site child care services

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How do I apply for admission to Southwest?

- Complete application for Southwest.
- Submit your application and pay \$5 application fee to Bursar's Office.
- Request that an "official" copy of your high school/GED scores, college transcript(s) be sent to:

[Southwest Tennessee Community College](#)
P.O. Box 780, Memphis, TN 38101-0780
- Apply for financial aid (if applicable).
- Complete testing requirements.
- Complete new student orientation, either online or on campus.
- Review the College's academic calendar or printed schedule of classes for registration dates, times and locations.
- Meet with academic advisor.
- Register for classes online, via TRAVIS, or in person.
- Pay your fees or ensure that your financial aid is in place for your course.

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Dean's Office

Business, Career Studies and Technologies
(901) 333-4637 / (901) 333-4131

Departments

Accountancy, Office Administration and Career Studies
(901) 333-5063

Business Administration and Paralegal Studies
(901) 333-4130

Computer Technologies
(901) 333-4140 / (901) 333-4463

Engineering Technologies
(901) 333-4150 / (901) 333-4158

Industrial and Environmental Technology
(901) 333-4150 / (901) 333-4151

Southwest Tennessee Community College

P.O. Box 780

Memphis, TN 38101-0780

(901) 333-5000

1-877-717-7822 (out-of-state)

www.southwest.tn.edu

Southwest Tennessee Community College, a Tennessee Board of Regents institution, is an affirmative action/equal opportunity college.
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