COMMUNITY COLLEGE OF ALLEGHENY COUNTY

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Associate of Science in Business Management
CCAC Class of 2007
Bachelor of Science in Business—Marketing
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OUR GOAL IS YOUR SUCCESS.
BUSINESS CAREER PROGRAMS

Thanks to globalization and advancing technology, the business world continues to evolve at a rapid rate, leading to a growing demand for skilled professionals in numerous well-paying business careers that provide financial opportunity, now and into the future. According to the latest employment projections from the U.S. Bureau of Labor Statistics, business and financial operations jobs are expected to grow 9.6 percent between 2016 and 2026. (www.bls.gov/emp/ep_table_102.htm)

CCAC’s Business Career programs, with more than 20 certificate and degree options, encompass a wide range of dynamic professions. Certificate programs help students develop the skills and knowledge needed for entry-level positions, while graduates who wish to continue their studies at CCAC have the opportunity to complete the additional courses required for an associate degree. These degree programs not only prepare graduates for entry-level employment, they also provide the opportunity to transfer to a four-year college or university in order to pursue a bachelor’s degree.

BUSINESS UNIVERSITY PARALLEL PROGRAM

Associate of Science Degree Program

CCAC’s Business University Parallel program enables students to meet the freshman and sophomore requirements of a baccalaureate business degree. Students will select specialized courses within their field of concentration as identified by their transfer college or university. Graduates may earn a bachelor’s degree and prepare for graduate training in many business fields.
BUSINESS—CCAC & INDIANA UNIVERSITY OF PENNSYLVANIA
Associate of Science/Bachelor of Science (IUP) Degree Program
Students enrolled in this parallel associate degree program are considered jointly enrolled in both CCAC and the Indiana University of Pennsylvania. Students will earn an Associate of Science in Business from CCAC while earning credits toward a Bachelor of Science in Management from IUP, with IUP courses taught at CCAC Boyce Campus. This program is limited to CCAC students who are candidates for the associate of science degree in the Business University Parallel program.

ACCOUNTING
Associate of Science Degree & Certificate Programs
This field is ideal for individuals who like to work with numbers and who are seeking a career with strong earning potential. Accounting offers a wide variety of employment opportunities, as accountants are in high demand and are needed in every company and organization. Careers in accounting can range from entry level to executive level positions.

The certificate program offers students who may already be employed the opportunity to enhance their accounting skills. The degree program prepares students for entry-level positions as well as transfer to a four-year institution, where they may earn a bachelor's degree in accounting or a related business field.

ACCOUNTING SPECIALIST
Associate of Science Degree Program
This program prepares students with all the necessary skills for entry-level positions in the field of accounting immediately after graduation. Graduates may find employment in accounting firms, banks, and the payroll and accounting departments of many businesses. Cooperative education credits may be available to those who qualify.

ADMINISTRATIVE ASSISTANT
Associate of Applied Science Degree
CCAC's program provides effective training in essential business, technology and office administration skills. Graduates may seek employment as secretaries or administrative assistants in a business, medical, legal, educational, governmental, nonprofit or industrial setting. Secretaries and administrative assistants are always in demand in nearly every industry—most work full time in office settings, but some may work part time or from a home office.

ADMINISTRATIVE COMPUTER SPECIALIST
Certificate Program
This program is designed for students currently employed as administrative assistants or secretaries who are seeking to enhance their information technology skills in a business, professional, educational or industrial office environment. Students learn the effective use of information technology and application software involving word processing, desktop publishing, spreadsheets, presentation graphics, e-commerce and databases. Graduates may be eligible for promotion to positions such as senior or executive secretary or administrative assistant.
DATA ANALYTICS TECHNOLOGY
Associate of Science Degree Program
This program prepares students for transfer to four-year institutions for completion of a bachelor’s degree in this growing field. Data analytics is the identification, analysis and interpretation of volumes of data from a variety of sources. Students learn to identify patterns and relationships in large data sets, to make data-driven decisions and communicate tactical and strategic business objectives. Graduates have the opportunity to enter well-paying careers and may find employment as data analysts, data scientists, database administrators and statistical assistants.

E-COMMERCE
Certificate Program
This program introduces students to the dynamic and rapidly growing field of e-commerce and related business principles. These include the fundamentals of marketing and accounting as well as basic computer programming and web development. Students learn the theories and concepts of e-commerce and are taught to utilize the methods and techniques particular to the field. Graduates may find employment as marketing managers, website analysts and applications developers, to name a few.

ENTREPRENEURSHIP
Certificate Program
Ideal for individuals who want to be their own boss, this certificate program is designed to help students develop an understanding of how to create and sustain a small business and achieve economic self-sufficiency. The program focuses on providing the skills for success as an entrepreneur. Students will have an opportunity to develop a business plan, learn how to secure initial funding for that plan and be prepared to manage and market a small business.

COURT REPORTER
Associate of Science Degree & Certificate Programs
Ideal for those who are interested in transcription and captioning opportunities, CCAC’s associate degree program prepares students for verbatim court reporting, while the certificate program is designed for students with prior college training or related work experience. Included is instruction in machine shorthand, transcription, legal and court procedures, medical and legal terminology and computer-aided transcription. Students must begin this program in the fall term as program courses are offered once a year.

Graduates may find employment in the courts, government agencies, Congress, state legislatures, the United Nations, freelance agencies and industry. Career opportunities also are available in broadcast captioning and CART (computer-assisted real-time translation).

PARALEGAL
Associate of Science Degree & Certificate Programs
This program is ideal for individuals who enjoy helping people, have an interest in the law and wish to seek entry-level employment as legal assistants or paralegals. The certificate program is offered primarily for those holding a degree in another field who desire to improve their job skills or wish to retrain for an entry-level paralegal position.

Paralegals and legal assistants are in high demand and are found in all types of organizations where they perform a variety of tasks to support lawyers. Graduates may seek employment in law firms, corporate legal departments, government agencies, banks, real estate offices, title companies and brokerage houses.
LAND ADMINISTRATION
Certificate Program
This program is designed for individuals who have an associate degree and wish to pursue a career in the growing natural gas and oil industry. Land administration employees protect the assets of oil and gas companies, which include oil and gas leases, pipeline rights-of-way and natural gas and/or oil wells. Tasks involved in safeguarding these assets include enforcing the terms of oil and gas leases; right-of-way agreements and contracts; reviewing title opinions; calculating royalty and ownership interests; and monitoring discounted gas consumers.

Graduates may seek employment as land administrators in one of three major groups within the industry: land records, division orders or contracts. Additionally, graduates may obtain employment as abstractors, in-house reviewers or contractors.

CULINARY ARTS
Associate of Applied Science Degree Program
Perfect for individuals who enjoy the preparation, cooking and presentation of food, students enrolled in this non-apprenticeship program are prepared for employment as trained chefs and culinary experts. The program accommodates both part-time and full-time students and includes classroom and food laboratory experiences. Students complete an externship with a minimum of 100 hours as part of the program.

FOODSERVICE, LODGING & RECREATION MANAGEMENT
Associate of Science Degree Program
This program prepares students for entry-level careers or advancement in the foodservice, lodging and recreation management industries. Students learn essential management skills for a wide variety of hospitality operations as well as how to plan, arrange, organize and evaluate the success of foodservice, lodging and recreation management events.

FOODSERVICE MANAGEMENT
Certificate Program
This program offers specialized foodservice management courses that enable students to enter the hospitality industry. The program is also ideal for hospitality professionals from other disciplines seeking to transition into foodservice positions.
LODGING & RECREATION MANAGEMENT
Certificate Program
This program prepares students for employment in lodging and recreation management. Most graduates enter the field as trainees or department supervisors; employment opportunities include front-desk agents, guest services and reservation agents as well as assistant level managers in lodging facility departments.

TOURISM MANAGEMENT
Associate of Science Degree Program
Perfect for individuals who love to travel, this comprehensive program provides students with the basic business skills and competencies needed for a career in the tourism industry. Through specialized courses in computer fundamentals, destination geography, travel security and tourism management, students become highly skilled professionals.

AVIATION MANAGEMENT
Associate of Science Degree Program
This program is ideal for individuals who have an interest in the exciting field of aviation. Students will be trained for careers in aviation marketing, sales, office operation or administration. Courses provide students with a solid background in identifying meteorological conditions, operating a corporate flight department, evaluating flight operations, developing crew management skills, applying safety guidelines, and demonstrating fiscal and administrative responsibilities.

Employment opportunities exist at private and public airports, government agencies, airlines, air cargo carriers, fixed-base operations and flight schools. Graduates may work as airport fixed-base operators; aviation, airline and flight school managers; aviation equipment company managers; and government agency aviation managers. An FAA Third Class Medical Certificate is required for enrollment in this program.

AVIATION TECHNOLOGY
Associate of Science Degree Program
Students enrolled in this program will soar to new heights as they train for a Federal Aviation Administration (FAA) commercial pilot single/multi-engine land license with an instrument rating. Program graduates will be able to demonstrate flight competency and exceed FAA minimum requirements of pilot proficiency in the required aircraft.

Graduates may find employment in careers with high wage earning potential, such as corporate/charter pilots, freight pilots, flight instructors or aerial/geographic mapping pilots. Preliminary training to be a military pilot is also provided. Where additional schooling is required, students may pursue a bachelor’s degree at a four-year institution.

An FAA Second Class Medical Certificate is required. Flight instruction is through a CCAC-approved, FAA-and Veterans Administration-certified FAR 141 fixed-base operator. All flight-training fees are in addition to CCAC tuition and fees.
PRIVATE PILOT
Certificate Program
This exciting program is designed for students wishing to obtain a Federal Aviation Administration (FAA) private pilot single-engine land license with an instrument rating. Program graduates will be able to identify and analyze adverse meteorological conditions, demonstrate flight competency and exceed FAA minimum requirements of pilot proficiency in the required aircraft.

A minimum of a third-class medical certificate is required for program entry. Flight instruction for the student is through a college-approved, FAA- and Veterans Administration-certified FAR 141 fixed-base operator. All flight-training fees are in addition to college fees and tuition.

ABOUT THE COMMUNITY COLLEGE OF ALLEGHENY COUNTY (CCAC)
Since its founding in 1966, CCAC has flourished, becoming the educational powerhouse it is today—a nationally renowned two-year college dedicated to serving all members of the community. From groundbreaking student success initiatives to top-ranked academic and career-based programs, CCAC continues to be the college of choice for nearly one out of three adults in the Greater Pittsburgh metropolitan region.

Every year, more than 25,000 students enroll at CCAC, taking advantage of nearly 160 degree, certificate, diploma and transfer programs while thousands more access noncredit and workforce development courses. Comprising four campuses and four neighborhood centers, as well as other off-site locations, CCAC is honored to have one of the largest veteran student populations in the state and takes pride in ranking among the nation’s top community colleges for the number of individuals graduating in nursing and other health-related professions.

CCAC graduates have transferred to the nation’s most prestigious colleges and universities, have obtained the most academically challenging and competitive degrees and can be found at leading companies, organizations and institutions throughout the country. CCAC alumni are actively engaged in every sector of society, providing leadership to scores of economic, scientific, civic and philanthropic entities both in the Pittsburgh region and around the world. Visit ccac.edu to learn more.
STUDENT SPOTLIGHT

ABBONY BARTRUG has always loved cooking. As a teenager, she could often be found in the kitchen trying out a new recipe or whipping up her own culinary creations. In her junior year of high school, she realized she wanted to turn her passion into a rewarding career. Bartrug, a student at the Community College of Allegheny County, is well on her way to making her dream a reality. She is on track to graduate in the spring with an Associate of Applied Science in Culinary Arts. Although CCAC was always her first choice, after chatting with Art Inzinga, CCAC associate professor and Culinary Arts program coordinator, at orientation, she knew she had definitely made the right decision. Professors with a passion for mentoring and with real-world experience—such as Inzinga, who cooked for international guests at the G20 Summit—combined with CCAC’s affordable tuition, are just some of the benefits of a CCAC education.

“CCAC has a great program. Chef Inzinga and the other chefs are so knowledgeable and skilled. If you need anything, they are right there in a heartbeat to help. I feel like we’re a family here.”

Bartrug participates in CCAC’s Culinary Corner, where she and the other senior students take turns acting as head chef—planning an appetizing menu, preparing the food and serving meals once a week at a kiosk to classmates, faculty and staff. She has also helped make hearty soups for the Light of Life Mission and special fare for dignitaries at college events. The knowledge and experience she has gained have enhanced her expertise and resulted in recognition at her job as a line cook at the Grand Concourse in Pittsburgh’s Station Square, where Bartrug hopes to one day work as an executive chef.

“I love going to work and putting my new skills into practice. It’s rewarding when corporate is noticing and pulling me aside to compliment me. I’ve definitely learned a lot by coming to CCAC.”

Notifications of nondiscrimination and contact information can be found at ccac.edu/nondiscrimination.

Students can transfer credits to participating Pennsylvania colleges and universities through the Pennsylvania Transfer and Articulation Center (PA TRAC).

For more information about the PA TRAC program, visit pacollegetransfer.com. Students interested in pursuing a four-year degree should work with a CCAC counselor to select courses that will transfer to their college or university of choice.

For further information or to take a tour of a campus near you, call 412.237.3100 or email admissions@ccac.edu.

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