

## Welcome to Columbia College

- Columbia College is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award associates Degrees and certificates.
- Columbia College is also accredited by the Council on Occupational Education (COE) to award certificates and associates Degrees.
- Columbia College has been certified by State Council of Higher Education for Virginia (SCHEV) to operate in Virginia.
- Financial Aid is available for those who qualify.
- Approved for the training of Veterans

## Mission

Columbia College provides high-quality, relevant, and varied educational programs and opportunities for the intellectual, cultural, and personal growth of all members of its community. The College values its role as an educational institution, embracing change and responding to the complex needs of those it serves.

## Why Columbia College?

1. Nationally Accredited – ACICS and COE
2. Financial Aid is available to those who qualify.
3. Certified School for I-20 Issuance – F-1/M-1 Students
4. CPT and OPT Available for International Students
5. J-1 Exchange Visitor + Internship Program Available
6. Convenient Class Schedule - Morning & Evening
7. Outstanding Curriculum and Faculty
8. Competitive Tuition
9. Easy to Access  
– Three Locations in Washington Metropolitan Area
10. Student First

## Grab your Future

@Columbia College

### Main Campus (Tysons)

8620 Westwood Center Drive  
Vienna, VA 22182  
(703) 206-0508

### Centreville Extension

5940 Centreville Crest Lane  
Centreville, VA 20121  
(703) 266-0508

### Silver Spring Extension

12125 Veirs Mill Road  
Silver Spring, MD 20906  
(301) 929-0565

**STUDENTS** first

## Technical & Business English

– Associate Degree



Rev. 09/16



Tysons, Virginia

1 (877) 307 - CCDC(2232)  
admissions@ccdc.edu

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*Challenge to Succeed*



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# Technical & Business English

## Associate Degree

Technical and Business English offers a variety of business and professional English courses to help students reach their future career goals. Students will learn business professional communication skills and writing, banking, financing, real estate, and legal terminology. Various aspects of business English will be covered, including, but not limited to measurements, social language, participation in meetings, and presentations. Students will also learn how to analyze and produce typical office documents, such as letters, memoranda, presentations, proposals, and reports.



“ Grab Your Future ”



## About Technical & Business English

TBE is designed for students who wish to pursue their careers in all types of business organizations, including banks, financing companies, corporate offices, government offices, real estate companies, and law firms.

Employment at	Occupation
General company	Entry position, Secretary, or Administrative, Assistast
Bank	Teller, Personal Banker, or Loan Officer
Real Estate company	Real Estate Agents, or Property Manager
Financing company	Mortgage Originator
Law Firm	Paralegal, of Legar Assistant
Government Office	Court Clerks, Post Oficcers, or etc

## Technical & Business English Prospects

- **Secretaries and Administrative Assistants:**  
Employment of secretaries and administrative assistants is projected to grow 12 percent from 2012 to 2022, about as fast as the average for all occupations.
- **Tellers and Personal Bankers:**  
According to the U.S. Bureau of Labor Statistics (BLS), employment for tellers and personal bankers is expected to increase nine percent from 2008-2018 ([www.bls.gov](http://www.bls.gov)). The average starting salary for personal bankers ranges well between \$30,000 and \$45,000 annually.
- **Real Estate Agents:**  
Employment of real estate brokers and sales agents is projected to grow 11 percent from 2012 to 2022. Employment will grow as the real estate market continues to recover from the recent economic recession.
- **Paralegals:**  
Employment of paralegals and legal assistants is projected to grow 17 percent from 2012 to 2022, faster than the average for all other occupations.

## Course List

Number	Course	Credits
BPS102	Business and Professional Speech	4
TBE101	Basic Occupational Communication	4
TBE103	Computer Technology and Application	4
TBE108	Lagal Terminology	4
TBE109	Conference Papers and Presentations	4
TBE110	Document Designs	4
TBE113	Foundations and Technical Communications	4
TBE115	Banking	4
TBE117	Communications and Documentation	4
TBE149	Business Enterprises and Corporation	4
TBE201	Professional Letter and Proposals	4
TBE204	Practical Reading and Writing	4
TBE206	Business Plan Writing	4
TBE208	Technical Reports	4
TBE211	Real Estate Specialization	4
TBE214	Fundamentals of Editing	4
TBE215	Principles of Public Speaking	4
<b>► Electives (choose 1 course out of below three)</b>		
TBE107	Critical Reading and Study Skills	4
TBE114	Descriptive Grammar	4
TBE156	Web Based Literature	4
TBE210	Advanced Composition	4
TBE270	Career Development	4
<b>► Total Required Core Credits 68</b>		
BIO102	Introduction to Biology	4
CPS101	Introduction to Computer Science	4
CRT101	Critical Thinking	4
ENG101	English Composition	4
MAT101	Algebra	4
MAT201	Pre-Calculus	4
PSY101	Introduction to Sociology	4
SOC101	Introduction to Psychology	4
SPN101	Introduction to Spanish I	4
SPN102	Introduction to Spanish II	4
<b>► Total Required General Credits 24</b>		
<b>► Total Required Credits 92</b>		