

Computer Science & Information Technology

Application for Dorothy Edwards Memorial Internship

Name: _____

Address: _____

Student ID#: _____ Phone: _____

Semesters completed at ARC: _____ Major: _____

Please check the following Business Technology classes you have taken:

- | | |
|---|---|
| <input type="checkbox"/> BUS 100 (English for the Professional) | <input type="checkbox"/> BUSTEC 300 (Beginning Keyboarding Applications) |
| <input type="checkbox"/> BUS 310 (Business Communications) | <input type="checkbox"/> BUSTEC 301 (Intermediate Keyboarding Applications) |
| <input type="checkbox"/> BUS 498 (Work Experience in Business) | <input type="checkbox"/> BUSTEC 305 (Introduction to Office Technology) |
| <input type="checkbox"/> BUSTEC 100 (Keyboarding Skills) | <input type="checkbox"/> BUSTEC 310 (Introduction to Word/Information Processing) |
| <input type="checkbox"/> BUSTEC 101 (Computer Keyboarding: 10-Key) | <input type="checkbox"/> BUSTEC 313 (Presentations for the Business Professional) |
| <input type="checkbox"/> BUSTEC 126 (Outlook: Basics) | <input type="checkbox"/> BUSTEC 332 (Integrated Business Projects) |
| <input type="checkbox"/> BUSTEC 127 (Outlook: Tools) | <input type="checkbox"/> BUSTEC 350 (Virtual Office Careers and Technologies) |
| <input type="checkbox"/> BUSTEC 122 (Workplace Behavior and Communication Technologies) | |
| <input type="checkbox"/> BUSTEC 125 (Office Assistant Training) | |
| <input type="checkbox"/> BUSTEC 110 (Business Procedures for Professional Success) | |

Why are you applying for this scholarship? _____

Will you be available to work 10 hours per week? _____

What are your career goals? _____

Signature: _____ Date: _____

*Please attach your résumé with this application and turn them into the Business Technology Center.
For more information call Roietta Fulgham at 916-484-8258*