

# EVCC CAREER PATHWAYS Business Technology ATA

## Career Cluster:

### BUSINESS TECHNOLOGY ATA

[Business Technology](#), Associate in Technical Arts Degree: 90 credits. By completing either the Administrative Support Certificate, the Legal Office Assistant Certificate, or the Medical Administrative Support Certificate and additional credits in English and special electives, the associate degree may be earned. The options described within this guide are generally not designed for transfer to a baccalaureate institution. However, Central Washington University offers a bachelor of Applied Science in Information Technology and Administrative Management (ITAM) on the EvCC campus that accepts the Associate in Technical Arts degree.

#### CAREER & TECHNICAL EDUCATION OPPORTUNITIES

Courses are connected to and articulated with high schools via Tech Prep credit. If your school district is listed here, contact your counselor for information on Tech Prep credit opportunities.

Arlington School District	Marysville School District
Everett School District	Monroe School District
Granite Falls School District	Mukilteo School District
Lake Stevens School District	Snohomish School District
Lakewood School District	

#### EVCC ADMISSIONS OPTIONS

Students who have earned a high school diploma or GED or students over the age of 18 may apply to Everett Community College online. Alternative options are listed below. Remember,

Stay Close ~ Go Far with EvCC

<a href="#">Admission Application</a>	<a href="#">English as a Second Language</a>
<a href="#">Adult Basic Education</a>	<a href="#">Youth Re-engagement</a>
<a href="#">College in the High School</a>	<a href="#">Running Start</a>

#### BUSINESS TECHNOLOGY

[Business Technology](#) - ATA 90 credits

#### FOR MORE INFORMATION

Contact the Business Technology Advisors:

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#### CAREER AND EMPLOYMENT OPTIONS

Positions may have such titles as receptionist, office assistant, administrative assistant, and executive secretary, to name a few. Employment opportunities occur in many places: hospitals, schools, businesses, construction, transportation, social services, retailing, etc.

Generally employers seek persons skilled in software applications, such as word processing, spreadsheets, and/or database management. Good communication skills and good English grammar and punctuation skills are usually required. Keyboarding speed between 40 and 70 words per minute is essential, depending upon the position.

[O\\*NET Online](#)

and

[O\\*NET Online](#) - Bright Outlook

#### CAREER AND EMPLOYMENT DATA - SNOHOMISH COUNTY

Washington State Employment Security Department (WSESD) provides data and information about occupations and careers.

[WSESD Snohomish County High Demand Occupations](#)

#### FOUR YEAR DEGREE OPTIONS

##### [BACHELOR OF APPLIED SCIENCE INFORMATION TECHNOLOGY AND ADMINISTRATIVE MANAGEMENT](#)

Central Washington offers a bachelor of Applied Science in Information Technology and Administrative Management. For more information go to <http://everettcc.org/>

#### CAREER AND EMPLOYMENT OPTIONS

Plan, initiate, and manage information technology (IT) projects. Lead and guide the work of technical staff. Serve as liaison between business and technical aspects of projects. Plan project stages and assess business implications for each stage. Monitor progress to assure deadlines, standards, and cost targets are met.

[O\\*NET Online](#)

and

[O\\*NET Online](#)