EVCC CAREER PATHWAYS Administrative Support

Career Cluster: Business Management and Administration

ADMINISTRATIVE SUPPORT

The Administrative Support certificate is offered through the Business Technology pathway and prepares students for middle to advanced level employment opportunities. Students completing the Administrative Support certificate may take advantage of continuing their education through EvCC's Business Technology ATA.

CAREER & TECHNICAL EDUCATION OPPORTUNITIES

Courses are connected to and articulated with high schools via Tech Prep credit. If your school is listed here, speak with your counselor about Tech Prep options.

Arlington School District	Marysville School District
Everett School District	Monroe School District
Granite Falls School Dist	Mukilteo School District
Lake Stevens School Dist	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

Admission Application	Running Start
College in the High School	Transitional Studies
English as a Second Language	Youth Re-Engagement

ADMINISTRATIVE SUPPORT

Certificate

Administrative Support 74-77 credits

Job titles include Office Manager, Customer Service Manager, Office Coordinator

O*NET Administrative Support

FOR MORE INFORMATION

Contact the Business Technology Advisors:

Kathryn Willestoft	Theresa Markovich
425-388-9242	425-388-9241
kwillestoft@everettcc.edu	tmarkovich@everettcc.edu

ADVANCED EDUCATIONAL OPPORTUNITIES

After obtaining the Administrative Support certificate, students may decide to continue in the Business Technology track with the Business Technology ATA Degree.

Business Technology - ATA (90 Credits)

Job titles may include Administrative Assistant, Administrative Coordinator, Executive Assistant as well as other titles.

O*NET Business Technology

CAREERS 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

The Bachelor of Applied Science (BAS) in Information Technology and Administrative Management (ITAM) is designed to give students with two-year applied or technical degrees the opportunity to advance their careers by furthering their education.

BACHELOR OF APPLIED SCIENCE in INFORMATION TECHNOLOGY and ADMINISTRATIVE MANAGEMENT

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

U.S.DEPARTMENT OF EDUCATION GAINFUL EMPLOYMENT

For more information about EvCC graduation rates, the median debt of students who completed the program, and other important information, visit our website at www.everettcc.edu/GainfulEmployment