

EVCC CAREER PATHWAYS Office Assistant Certificate

Career Cluster: Education and Training

OFFICE ASSISTANT CERTIFICATE

Providing office and administrative support in business, industry, agencies, and institutions offers many opportunities. Students may take advantage of short-term certificate programs and enter the workplace with specific skills. Or, they may continue toward a degree program, which offers more training and skill building.

[EvCC's Office Assistant Certificate](#) builds intermediate level skills with emphasis on records management and professional communications.

CAREER & TECHNICAL EDUCATION OPPORTUNITIES

Courses are connected to and articulated with high schools via Tech Prep credit. If your school district is listed below, contact your counselor for information on how you can earn Tech Prep credit.

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	English as a Second Language
Adult Basic Education	Youth Re-engagement
College in the High School	Running Start

OFFICE ASSISTANT CERTIFICATE

[Office Assistant](#) (48 credits)

Job titles include Office Clerk, Receptionist, Office Secretary, Office Assistant

[O*NET Online](#)

FOR MORE INFORMATION

Contact the Business Technology Advisors:

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ADMINISTRATIVE SUPPORT CERTIFICATE

[Administrative Support](#) (74-76 credits)

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

[O*NET Online Administrative Support](#)

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)

CAREER AND EMPLOYMENT OPTIONS

Job titles include Administrative Assistant, Administrative Coordinator, Director of Operations

[O*NET Business Technology](#)

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 to <http://everettuc.org/>

CAREER AND EMPLOYMENT DATA - SNOHOMISH COUNTY

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

[WSED Snohomish County High Demand Occupations](#)

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