

RTC White

STARTING CONSIDERATIONS

- [Counseling & Advising](#)
- [Enrollment Services](#)
- [Financial Aid](#)
- [Basic Studies](#)
- [Workforce Education](#)
- [Registration](#)

1bm

Administrative Office Management

This program prepares students to work as professionals who plan and run administrative services in a business office. [Learn more](#)

Administrative Office Management

Certificate of Completion:

5 Quarters

75 Credits

Better Employability Higher Wages

Administrative Office Management

Associate of Applied Science:

5 Quarters

90 Credits

JOB OUTLOOK & WAGES

- [Office and Administrative Support Worker](#)
- [First Line Supervisors of Office and Administrative Support Workers](#)

JOB OUTLOOK & WAGES

- [Office and Administrative Support Worker](#)
- [First Line Supervisors of Office and Administrative Support Workers](#)

BAS OPTIONS FOR AAS GRADUATES

- [Central Washington University](#)
- [South Seattle Community College](#)
- [Peninsula College](#)
- [Columbia Basin College](#)

Researching this Career

What will I be doing?

A Career In-Demand?

Will I like this Career?

Recieve support from:

Discover which industries are in demand, have the largest employment, pay the most and more!