

Step One: Researching This Career

What will I be doing? Is this Career In-Demand? Will I like this Career? See an Advisor to Access:



Step Two: Choose a Pathway

Better Employability
Higher wages

CERTIFICATE OF COMPLETION

Basic Computer Applications
13 Credits

JOB OUTLOOK & WAGES

- Data Entry Specialist
- Office Clerk

CERTIFICATE OF COMPLETION

Computer Applications
4*Quarters - 74 Credits

JOB OUTLOOK & WAGES

- Data Entry Specialist
- Administrative Assistant
- Office Clerk

AAS DEGREE

Computer Applications
6*Quarters - 94 Credits

JOB OUTLOOK & WAGES

- Data Entry Specialist
- Administrative Assistant
- Executive Secretary
- Office Clerk

Step Three: Get Started on this Career Path

STARTING CONSIDERATIONS

- Counseling & Advising
- Enrollment Services
- Financial Aid
- Basic Studies
- Workforce Education
- Registration

**Computer Applications
Tech Prep Eligible Program**

PLEASE NOTE

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