**Career Cluster: Business Management and Administration**

**Business Technology**

Nancy Bermea  
Full Time Faculty  
(360) 475-7838

**Related Programs**

**Business Management**

**CAREER PATHWAYS**

Helps students develop skills to work in a business office in varied administrative office support positions.

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**ENTRANCE CONSIDERATIONS**

- Admissions
- Enrollment Prep
- Active Duty Military
- Veterans
- High School Options
- Running Start
- Tech Prep
- IB/AP
- Fund Your Education
- Financial Aid
- Veteran Benefits
- Active Duty & Family
- BFET
- Worker Retraining
- Workfirst

**EMPLOYMENT ASSISTANCE**

Olympic College Career Center

Online Search:

Is this Career Field right for me?

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**Course Offerings**

**CERTIFICATES OF RECOGNITION**

- Customer Service Specialist  
  16 credits

**CERTIFICATES OF COMPLETION**

- File and Data Entry Clerk  
  24 credits
- Bookkeeping Clerk  
  24 credits
- MS Office Suite Specialist  
  31 credits
- Workplace Technology Skills  
  33 credits
- Project Management Support  
  44 credits

**CERTIFICATES OF PROFICIENCY**

- General Office Support  
  49 credits
- Legal Support Professional  
  56 credits

**ASSOCIATE’S DEGREE**

- Administrative Office Support:  
  Associate in Technical Arts (ATA)  
  91 credits

**JOB OUTLOOK**

- General Office Assistant
- Medical Assistant
- Medical Transcriber
- Medical Billing

- Legal Secretary
- Library Assistant
- Bookkeeping/Accounting Assistant
- Administrative Assistant
- Executive Secretary
- Medical Secretary

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**Non-Discrimination Policy:** It is the policy of Washington’s community and technical colleges to provide equal opportunity in education and employment regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status or the presence of any sensory, mental, or physical disability.