Career Cluster: Business Management and Administration

**Business Technology**

Nancy Bermea  
Full Time Faculty  
(360) 475-7838

Related Programs

**Business Management**

**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

**ENTRANCE CONSIDERATIONS**

- Admissions
- Enrollment Prep
- Active Duty Military
- Veterans
  - High School Options
- Running Start
- Tech Prep
- IB/AP

**EMPLOYMENT ASSISTANCE**

Olympic College
Career Center

Online Search:

Is this Career Field right for me?

**PLEASE SEND COMMENTS OR CORRECTIONS TO:**

Roadmap Helpdesk  
Last Update: 6/2016

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