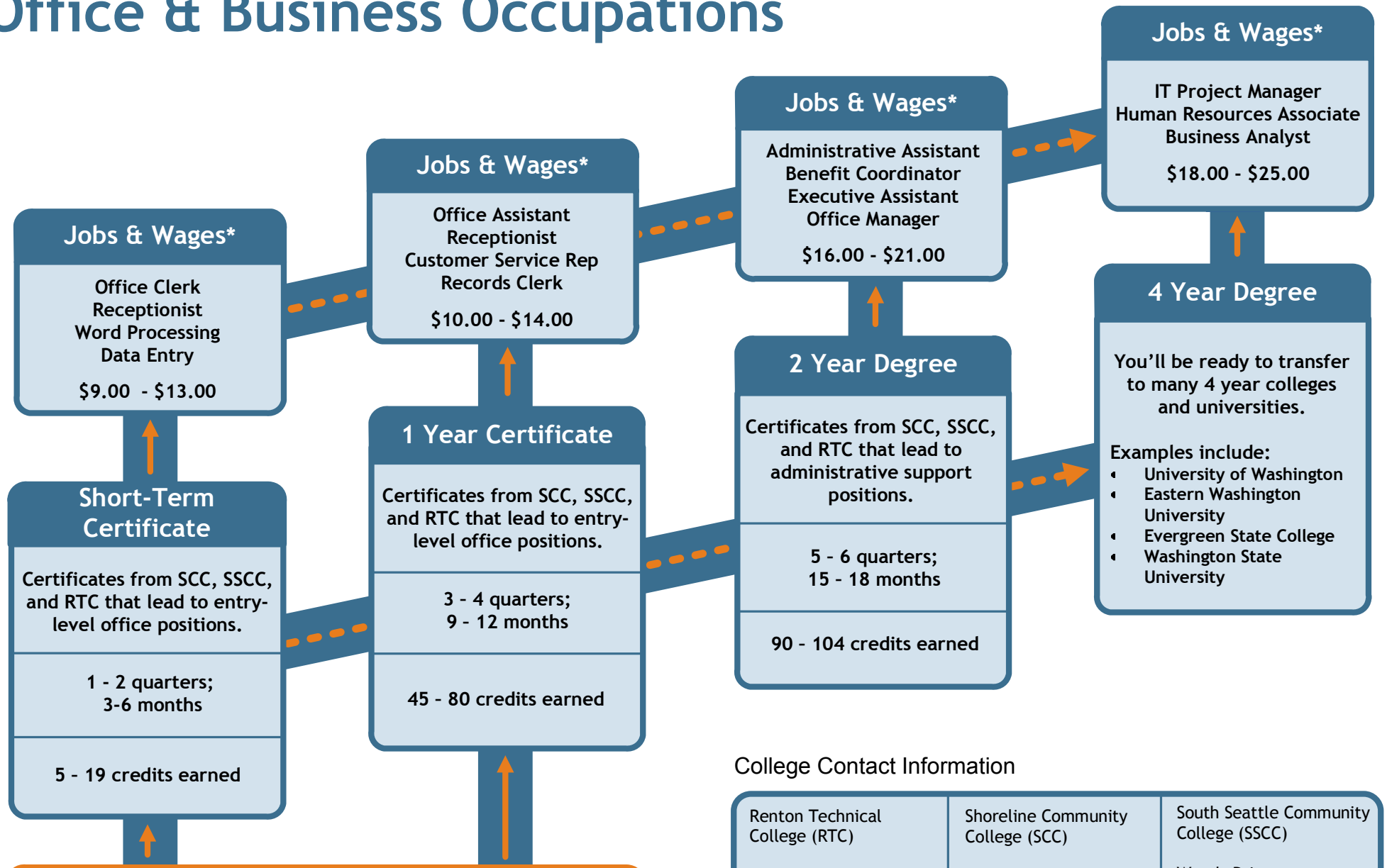
Office & Business Occupations



College Contact Information

Renton Technical College (RTC)	Shoreline Community College (SCC)	South Seattle Community College (SSCC)
Maggi Sutthoff Roberts Campus Center Building I (425) 235-2352 x5542	Jan Otten FOSS Building (206) 546-5885	Wendy Price Robert Smith, Room 81 (206) 768-6667

*Job title and wage information was derived from annual wages reported in the Occupational Employment Survey, Bureau of Labor Statistics for the Seattle/King County Workforce Development Area. http://www.workforceexplorer.com/cgi/dataanalysis/AreaSelection.asp?tableName=Oeswage

Actual job titles and wages will vary depending on demonstrable skills and experience.

Office & Business Training Options

Goodwill
Because jobs change lives

What is it like to work in Office and Business Occupations?

Tasks & Skills

- Perform general office duties: filing, supply orders, & bookkeeping.
- Operate office machines: copiers, fax machines, computers.
- Answer phones & deliver messages.
- Coordinate schedules & plan meetings.
- Organize, plan, & prioritize work.
- Express ideas clearly in speaking & writing.
- Listen to others, understand, & ask questions.

Major employers:

- Local and state government agencies
- Business management companies
- Large corporations, small businesses, schools, hospitals

What if I Need Extra Help?

The colleges and Goodwill provide many support services:

- Academic Advising
- Help with Financial Aid
- Help with Books & Supplies
- Transportation Assistance
- Childcare Assistance
- Disability Accommodations
- Computer Labs
- Case Management
- Internship Assistance
- Tutoring
- Counseling
- Job Search Assistance

Short-term Certificate Options

School	Program	Program Length (quarters)	Credits Earned	Entry Requirements
Renton Technical College *Business Technology*	Office Assistant/Receptionist	1.5	19	Minimum Age: 18 Must take COMPASS test
	Basic Computer Applications	variable	13	
	Bank Teller	1	5	
Shoreline Community College *Business*	Business Software Applications	2	19	COMPASS test: 35 pre-algebra, 65-79 reading, 35-46 writing
	Microsoft Software Applications	2	19	
	Word Processing	2	19	
	Customer Service Specialist/ Receptionist	2	19	
	Office Assistant/Receptionist	1	17	
	I-BEST Bilingual Office Assistant	2	19	ESL Level 5 or 6
South Seattle Community College *Business Information Technology*	First Step: Intro to Office & Computers	1	7	Required orientation

1 Year Certificate Options

Renton Technical College *Business Technology*	Administrative Office Management	4	80	Minimum Age: 18 Must take COMPASS test
	Office Support Specialist	4	73	
Shoreline Community College *Business*	General Business Administration	3	53	COMPASS test: 85 algebra, 85 reading, 79 writing
	Business Technology	3	47-50	
South Seattle Community College *Business Information Technology*	Business Information Technology	3	45-47	COMPASS test: 68 writing, 81 reading, 50 pre-algebra

2 Year Degree Options

Renton Technical College *Business Technology*	Executive Assistant	5	104	Minimum Age: 18 Must take COMPASS test
	Administrative Office Management	6	100	
Shoreline Community College *Business*	General Business Administration	6	94-96	COMPASS test: 85 algebra, 85 reading, 79 writing
	Business Technology	6	90	
South Seattle Community College *Business Information Technology*	Business Information Technology	6	96-100	COMPASS writing 77, algebra 71