BUSINESS TECHNOLOGY

Explore your opportunities in an exciting career pathway!
Olympic College Business Technology programs help you learn the skills you need to thrive in today's business environment. Earn an Administrative Office Support Associate in Technical Arts or certificates in a variety of disciplines such as general office support, bookkeeping, Microsoft Office Suite, customer service specialist and more!
Contact our office to get started today!

Get Started Today!
Faculty Advisors
Nancy Bermea (360) 475-7838, nbermea@olympic.edu
Joanne Salas (360) 475-7372, jsalas@olympic.edu

Professional-Technical Program Advisor
Steve Quinn (360) 475-7345, sqquinn@olympic.edu

Contact Admissions to enroll!
www.olympic.edu/current-students/getting-started/Admissions

Funding Options
Available through Workforce Development and Basic Studies
wfd@olympic.edu
(360) 475-7555
Contact us to find out if you are eligible!

Interested in Business Technology?
Check out their webpage!

New Classes Start Every Quarter!
Comprehensive Degrees and Specialized Certificates Start Here!
Career Options
- Administrative Assistant
- Customer Service Representative
- Data Entry
- General Office Clerk
- Legal Secretary
- Library Assistant
- Office Supervisor
- Receptionist
- Secretary

Administrative Office Support
Associate of Technical Arts (91 cr)
Graduates of this program may seek employment in public or private industry as administrative assistants, secretaries, executive secretaries or office managers. They may plan to transfer to a four year college or university with an “Upside Down Degree” Program or elect to complete the Associate in Arts Transfer curriculum.

General Office Support
Certificate of Proficiency (48 cr)
This one year program prepares students in basic office skills. Employment as a receptionist, general office assistant, call center representative or retail representative is possible with this flexible certificate program.

Certificates of Completion
- MS Office Suite Technology Specialist (36 cr)
- File and Data Entry Clerk (24 cr)
- Bookkeeping Clerk (24 cr)

Certificate of Recognition
- Customer Service Specialist (16 cr)

“The instructors here are very open to communication. You can email them over the weekend and they will get back to you. They go out of their way to help you figure it out.”
- Jacob Hutchinson, Student

“The professors around here work together. You can go to any of them and they are willing to help”
- Terry Bash, Student

How to Pay for College
You may be eligible for financial assistance!
Workforce Development Eligibility Survey
www.startnextquarter.org/
Financial Aid
www.olympic.edu/paying-collegefinancial-aid
The Washboard Scholarship Opportunities
https://fortress.wa.gov/hecblthewashboard/