IS A CAREER IN OFFICE ADMINISTRATION AND ACCOUNTING FOR ME?

- Learn more about this career
- Program Information
- Program Planning Guide
- Program Video
- Estimated Costs of Program

Careers as administrative assistants and accounting para-professionals are evolving with broader responsibilities and higher salaries. SVC faculty work closely with local employers to ensure that current curriculum represents current job requirements.

The Office Administration and Accounting Technologies (OFTEC) program at Skagit Valley College offers employment-focused curriculum for students seeking training in administrative office and accounting support positions.

PREPARATION
- GED
- ESL
- Pre-College (Adult Basic Ed.)

FOR MORE INFORMATION
Contact the Office Administration and Accounting Technology Program
Tamara Oakes, Department Chair
360.416.3275

EMPLOYMENT AND WAGES*
- General Office Clerk ($10.78-$21.27)
- Customer Service Representatives ($9.51 - $21.63)
- Receptionist and Information Clerk ($9.81 - $17.97)
- Bill and Account Collectors ($11.67 - $29.62)
- Secretaries ($12.11 - $24.67)

*Wage data based on most local wage information available at careerinfonet.org

PROFESSIONAL/TECHNICAL MICRO-CERTIFICATES
- Business Communications (11 credits)
- Microcomputer Accounting (16 credits)
- Payroll Accounting (15 credits)
- Software Applications (17 credits)
- Word Processing (13 credits)

PROFESSIONAL/TECHNICAL CERTIFICATES
- Bookkeeping Certificate (46 credits)
- Business Software Applications Certificate (65 credits)
- General Office Support Certificate (45 credits)
- Office and Administrative Support Certificate (65 credits)
- Small Business Accounting Certificate (67 credits)

PROFESSIONAL/TECHNICAL ASSOCIATE DEGREES
- Associate in Office Admin and Accounting Tech: Administrative Assistant Emphasis (91 credits)
- Associate in Office Admin and Accounting Tech: Accounting Paraprofessional Emphasis (91 credits)

FOUR-YEAR BACHELOR OF ARTS/SCIENCE DEGREE
- Central Washington University
- Western Washington University

INDUSTRY CERTIFICATIONS
- Microsoft Certification

SKAGIT VALLEY COLLEGE 2405 E COLLEGE WAY MOUNT VERNON WA 98273 360.416.7600

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