



Lower Columbia College

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lowercolumbia.edu/bus-tech



**Prepare for a
career in office
administration**

BUSINESS TECHNOLOGY

LCC is an AA/EEO employer - lowercolumbia.edu/aa-eeo

LCC Clery Annual Security and Fire Safety Report available at lowercolumbia.edu/CleryASFR

OVERVIEW

With a business technology credential, you can work as an administrative professional in virtually any environment, including healthcare, manufacturing, insurance, financial, education, transportation or construction. Use your business technology skills to manage communication, information, projects and budgets. Many administrative professionals manage Internet commerce and social media tools for promotional purposes. Become an essential member of your employer's team with business technology skills in one of the many pathways available, including administrative services and support, office skills, medical office reception and administration, billing and coding, and more!



CAREER PATHS

Within the business technology pathway, there are many job opportunities with career advancement potential and competitive salaries.

- Administrative assistant
- Executive secretary
- First-line supervisor
- Administrative services manager
- Office & administrative support worker
- Medical records & health information technician
- Human resources assistant
- Medical secretary
- Receptionist
- Information clerk
- Postal clerk

SKILLS & ABILITIES

- Customer service
- Marketing & project management
- Word processing
- Spreadsheets & database applications
- Introductory accounting
- Business technology
- Office procedures & equipment
- Communication & technical writing
- System software applications
- Medical office procedures & terminology
- Human relations
- Cultural awareness for care professionals
- Medical terminology

DEGREE OPTIONS

There are two associate degrees and four certificate options in this pathway. Students who attend full-time can earn a certificate in three academic quarters (one year) or less, and an associate degree in three additional quarters (two years total). Associate degree options include administrative services manager and medical office administration. Certificates include administrative support, basic office skills, medical billing and coding, and medical reception.

