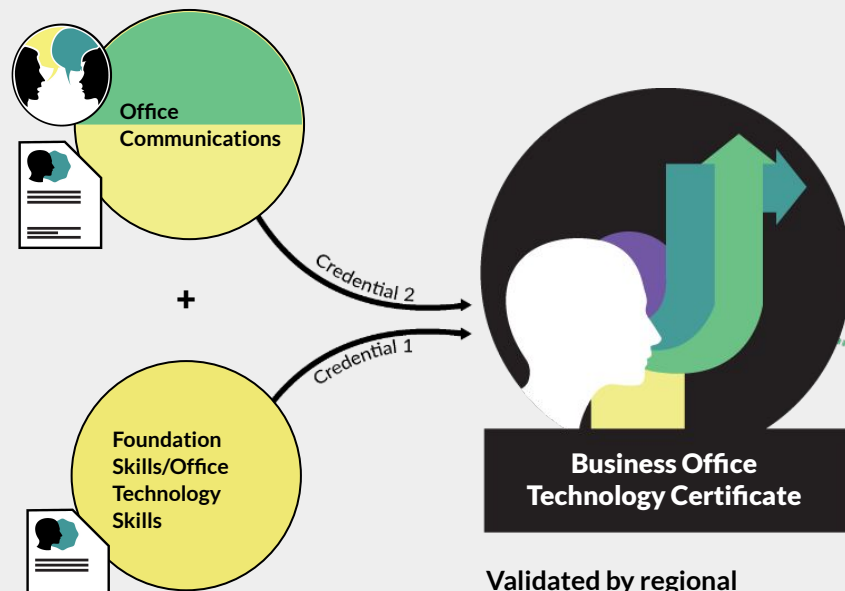


Austin Community College's Business Office Technology Certificate

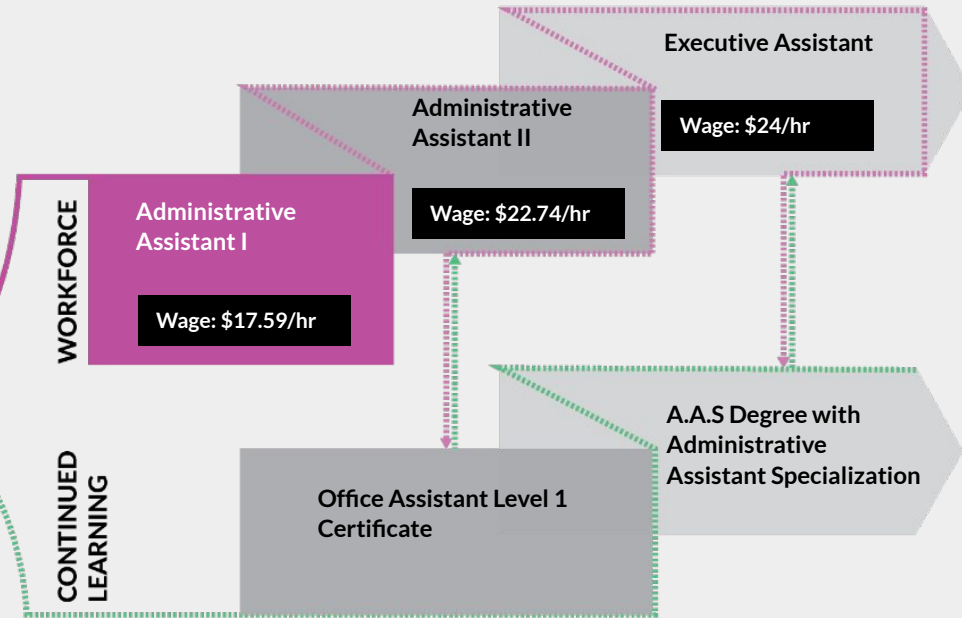
A Micro-Pathway to Become an Administrative Assistant

CREDENTIALS EARNED











Validated by regional employers including:
 +Austin Community College
 +City of Austin
 +Local staffing agencies

FUTURE GROWTH OPPORTUNITIES



Legend

-  2+ Stackable Credentials
-  Credentials + Courses articulate to Credit
-  Credits count towards a Degree.
-  21st Century Skills Digital Micro-Credential
-  Technical Skills Credential
-  Work Based Learning
-  Direct Entry into Workforce
-  Continued Learning and Upskilling Opportunities

3 months, full-time/5 months part-time
 Credential 2 is in a Competency-Based Education format
 Offered in noncredit then moves to credit
 19 credits apply to higher credentials