Austin Community College’s Business Office Technology Certificate
A Micro-Pathway to Become an Administrative Assistant

**Credentials Earned**

- Office Communications
- Foundation Skills/Office Technology Skills

**Future Growth Opportunities**

- Administrative Assistant II
  - Wage: $22.74/hr
- Administrative Assistant I
  - Wage: $22.74/hr
- Executive Assistant
  - Wage: $24/hr
- Office Assistant Level 1 Certificate
- A.A.S Degree with Administrative Assistant Specialization

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

- 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

**Legend**

- 2+ Stackable Credentials
- 21st Century Skills
- Technical Skills
- Work Based Learning
- Direct Entry into Workforce
- Continued Learning and Upskilling Opportunities