Centralia College

Business Office Technology

The Industry
In an industry with an estimated job growth of 12% by 2020, this profession is vital to the success of many companies. With a median annual income of $34,660, and with medical and retirement benefits available at many jobs, the earning potential for entry level receptionists and administrative assistants is well over the national average for most other occupations.

Our Business Technology Program
The Business Technology program at Centralia College prepares students for entry-level employment as office assistants, receptionists, and transcriptionists in general offices, schools, government agencies, or in hospitals and medical offices. With two areas of focus for students to follow, Administrative Assistant, or Medical Administrative Assistant students are prepared with a broad business background and specialized training in office skills specific to these industries.

Career Opportunities
Career opportunities include secretaries and administrative assistants in schools, hospitals, government agencies, medical offices, and business.

Occupational Outlook, Job & Salary Statistics
For statistics on supervisor and manager occupations, see:

- U.S. Dept. of Labor, Job & Salary statistics
- WOIS/The Career Information System (available for current students)

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