The **Administrative Office Technology** Program at UCC offers several options to help you reach your goals.

**Pathfinder Certificates**
- Can be earned by completing just a few classes
- Quickly provide you with the skills employers are looking for
- Can help you find a job while completing your two-year degree
- Can be built on to help you complete a longer term program
- Can earn these credits while you are still in High School

**One Year Certificates**
Take the next step on your career path. All of the classes that you take to complete your Pathfinder Certificate count towards your One-Year Certificate.

**AAS Degree**
After completing the One Year Certificate, it can take as little as one more year to complete the two-year degree (AAS).

For more information, explore the links on this Roadmap.

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**Pathfinder Certificate**

**Microsoft Office Technologist**
Prepares you for this Industry Certification

**Microsoft Certified Application Specialist (MCAS)**
13 credits

**One-Year Certificate**

**Office Assistant**
45 Credits

**Associate of Applied Science Degree**

**Executive Business Assistant**
91 Credits

**Related Bachelor Degree Options**
The following programs provide opportunities for educational advancement. **Some credits may transfer.**

- Bachelors in **Business Administration**: Northwest Christian University (NCU)
- Bachelor of Science in **Management**: Oregon Institute of Technology (OIT)
- Bachelor of Science in **Operations Management**: OIT
- Bachelors in **Business**: Oregon State University (OSU)
- Bachelors in **Business**: Portland State University (PSU)
- Bachelors in **Business**: Southern Oregon University (SOU)
- Bachelors in **Business**: University of Oregon (UO)

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**Getting Started**

**Everything you need to get started at UCC**

High School students! You can work toward this certification before you graduate. **Find out which classes are available at your High School.**

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**Community College**

UCC logo

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**Employment Services**

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**Career Pathways to Success**

**Where Do You Want to Go?**

Select the Career Opportunities below for information on:
- Current job openings
- Wages
- Employment outlook

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**Career Opportunities**

- **Office Assistant**
- **Administrative Assistant**
- **Executive Business Assistant**
- **Office Manager**