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**BUSINESS INFORMATION TECHNOLOGY (BTECH)**

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**CAREER EXPLORATION & EMPLOYMENT**

What can I do in this career field?

O\*NET OnLine

Is this a growing career field in WA?



Is this career field right for me?



Will this career field meet the needs of my family?



Receive support from:

**Job and Career Connections Office**

to access and use:



**CERTIFICATES**

**Administrative Assistant:**

**General**  
52-53 credits

**Medical**  
73-74 credits

**Medical Billing & Coding**  
73 credits

**Integrated Business Technology (IBEST)**  
24 credits

**JOB OUTLOOK AND WAGES**

General Office Assistant

Medical Assistant

Medical Transcriber

Medical Billing

**Better Employability & Promotion, Higher Pay, Leadership Opportunities**

**ASSOCIATE DEGREES**

**General Office**  
93-94 credits

**Office Management**  
91 - 92 credits

**Medical Billing & Coding**  
97 credits

**Medical Office**  
95-96 credits

**JOB OUTLOOK AND WAGES**

Administrative Assistant

Executive Secretary

Medical Secretary

**ALREADY HAVE A DEGREE? HERE** | **PIERCE COLLEGE OFFERS NON-CREDIT PROFESSIONAL COURSES**

**PIERCE COLLEGE**  
COMMUNITY & CONTINUING EDUCATION

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**RELATED PROGRAMS**

[Accounting](#)

[Business](#)

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PLEASE SEND COMMENTS OR CORRECTIONS TO:

**[Roadmap Helpdesk](#)**

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