

Career Pathways offer new ways to achieve your education goals. Instead of studying just one program, the Career Pathways model links related academic programs in a sequence. Each program offers direct job preparation AND a path to the next higher academic program.

Administrative Professional

The Administrative Professional program provides students with up-to-date training for today's high-tech office, including business procedures and software skills. A strong background in customer service, office-related skills, and communication is also provided.

PATHWAY CERTIFICATES

INVESTMENT = EDUCATION

Medical Office Receptionist 17 credits OR

Receptionist 16 credits

How fast can I complete a certificate?

Two part-time semesters: Semester 1: 10/11 credits Semester 2: 6 credits

RETURN = JOB

Job Title Examples Median Salary* \$24,898 Receptionist

TECHNICAL DIPLOMA

INVESTMENT = EDUCATION

Office Support Specialist 32 credits

How fast can I complete this AFTER finishing a certificate?

6 semesters = 3 credits/semester

3 semesters = 6 credits/semester

2 semesters = 9 credits/semester

RETURN = JOB

Job Title Example Office Clerk

Median Salary* \$27,394

ASSOCIATE DEGREE

INVESTMENT = EDUCATION

Administrative Professional 66 credits

How fast can I complete this AFTER finishing the diploma?

6 semesters = 6 credits/semester

3 semesters = 12 credits/semester

2 semesters = 17 credits/semester

RETURN = JOB

Job Example Median Salary* Executive Administrative Asst. \$35,131 Legal Secretary \$32,178

For the most current information, visit our website, www.swtc.edu/pathways

*Source: EMSI based on annual salary as of October 16, 2015.

YOUR CAREER PATHWAYS ADVISORS



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