Highly trained and detail-oriented, administrative professionals ensure an office, department or business operates efficiently. Many times, they are the first contact with outside vendors or clients, and they provide necessary behind-the-scenes support that keeps a project on task. In the Administrative Professional program, focus on how to prepare written communications in a variety of formats using technologically advanced equipment, perform financial tasks, manage records and files, research information and use a variety of software packages. Develop information processing skills and increase knowledge of administrative support procedures.

- Prepare for jobs such as administrative professional, accounts receivable representative, customer services representative or executive services administrator.

- As a complement to the Administrative Professional program, additional coursework can be taken to earn certificates in Customer Service Assistant 1 and 2 and Office Lean Specialist.

For more information: www.wctc.edu/admin-professional