24-credit Technical Diploma

For more information: [www.wctc.edu/office-assist](http://www.wctc.edu/office-assist)

Organized and detail-oriented, office technology assistants provide necessary support in handling a variety of administrative activities in today’s rapidly changing office. Their keen organizational skills provide momentum to keep people and projects moving forward. In the Office Technology Assistant program, become proficient at using computers to prepare documents, perform filing and records management, research information and use a variety of software packages. Enhance information processing skills and increase knowledge of administrative support procedures.

- Many courses in the 24-credit Office Technology Assistant Technical Diploma program can be applied to the [65-credit Administrative Professional Associate of Applied Science Degree](http://www.wctc.edu) program.

- Prepare for jobs such as administrative assistant, receptionist, executive assistant or office manager.

- Evening completion and hybrid/online classes are available.