

# Office Administrator Diploma Program *Length of course: 6 months*

# Receptionist Diploma Program *Length of course: 3 months*



These two Westervelt programs will prepare you to work proficiently in a busy office environment. You'll learn correct business procedures to maintain correspondence and data files, arrange appointments, answer inquiries, write and transcribe letters, handle general office duties, and maintain accurate records.

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*"I now have the training needed to move on to a new challenging career. I feel very excited about the future."*

*- Linda A.*

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## **Office Administrator Program** **What you'll learn:**

- Business Language Fundamentals
- Applied Business Communication I
- Business Mathematics I
- Records Management
- Integrated Office Systems
- Business Documentation I
- Business Documentation II
- Electronic Communication
- Career Strategies

## **Receptionist Program** **What you'll learn:**

- Business Language Fundamentals
- Applied Business Communication I
- Business Mathematics I
- Records Management
- Integrated Office Systems
- Business Documentation I
- Career Strategies

### **Career Opportunities as an Office Administrator or Receptionist**

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