The Program

As the reliance on technology continues to expand in offices across the nation, the role of the office professional continues to evolve. Secretaries and administrative assistants are responsible for a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as an information manager for an office, plan and schedule meetings and appointments, organize and maintain paper and electronic files, manage projects, conduct research, and provide information by using the telephone, postal mail, and e-mail.

Career Opportunities

- Bookkeeping Clerk
- Executive Administrative Assistant
- Legal Administrative Assistant
- Legal Assistant
- Medical Administrative Assistant
- Medical Billing Specialist
- Medical Transcriptionist
- Office Assistant

WWCC’s Degree Options

- Associate in Applied Arts and Sciences (AAAS)
  Within the Office Technology program, students select from degree options which specialize in administrative, medical, or legal fields. By tailoring their studies to their interests, graduates enter specific fields within the industry.

  - AAAS Degree Options:
    - Administrative Office Professional
    - Legal Administrative Assistant
    - Medical Administrative Assistant

  - Certificate Options:
    - Legal Administrative Assistant
    - Medical Billing and Coding
    - Medical Office Aide
    - Medical Transcription
    - Office Assistant

For More Information

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This is the beginning of a page from a document, likely related to course requirements or a curriculum. The text is dense and contains spreadsheets with data, possibly related to educational programs or courses. However, the page contains many tables that are not transcribed here due to the density of the content and the complexity of formatting. For accurate transcription, it would be best to scan this page into a digital format and use optical character recognition (OCR) software to convert the text into a plain text representation.