## ADMINISTRATIVE OFFICE PROFESSIONAL

## **CAREERS**

Our graduates enjoy close to a 100 percent employment rate! You can look forward to work in a wide range of roles and office environments including:

## **Positions**

- · Administrative Assistant
- Receptionist
- Bookkeeper
- · Data Entry Specialist
- Program Assistant

## Industries

- · Commercial and Educational Offices
- Legal and Dental Offices
- · Government Offices
- · Insurance and Real Estate Offices