



### You Will Learn

- The principles and applications of accounting.
- Computer programs such as Office Suite.
- QuickBooks.
- Project management solutions and strategies.

# Business Office Professional

Learn everything you need to be an Office Manager or Executive Assistant that helps run an office. Complete courses in writing, speaking, professional development, records management, and more!

Available Online

## Why Western Dakota Tech?

We deliver a personal, career-oriented education ideal for the student pursuing a meaningful profession and prideful future. Faculty, staff, and administration are committed to teaching the knowledge, skills, and behaviors students need to be successful.

Apply today at  
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**Questions?** Contact Admissions Department at (605) 718-2565 or [admissions@wdt.edu](mailto:admissions@wdt.edu)



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