



INFORMATION SESSION

**March 18**  
**3:30-4:30 p.m.**  
**Virtual on Zoom**

## Be Valued Support for Business & Legal Offices

Office assistants are critical to efficient business work. These frontline professionals utilize office software and technology for business communications, meeting and event coordination, client management, electronic records and billing, and research.

Explore whether these rewarding careers might be a good fit for you!

### ONLINE PROGRAM OPTIONS

- Administrative Assistant
- Healthcare Administrative Assistant
- Legal Assistant

#### TOPICS

- Meet faculty during program overviews
- Learn about resources to succeed in these online programs
- Discover career settings and specialties
- Meet Admissions staff and learn how to get started



Reserve a spot: [ridgewater.edu/business](https://ridgewater.edu/business) • 320-222-5971

If this date doesn't work, schedule a personal visit at [ridgewater.edu/visit](https://ridgewater.edu/visit) or 320-222-5971.



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