

- Fort Wayne, IN
- Kokomo, IN
- Elkhart, IN
- Napoleon, OH

Office Administration Technologies

Indiana ETC #7721 • Ohio #520408 • Cost: \$1,500

Continuing advances in technology will increase office and administrative support workers' productivity and allow a wider variety of tasks to be performed by people in professional positions.

Keen competition is expected for jobs as the number of applicants greatly exceeds the number of job openings. Opportunities will continue to be best for those office and administrative support worker supervisors and managers who show leadership and team building skills, and who are able to multitask, communicate well, and keep abreast of technological advances.

Office and administrative support workers perform the day-to-day activities of the office that encompass a variety of skills, such as preparing and filing documents, answering telephones, working with Microsoft Desktop Applications, accounting, desktop publishing, customer service and distributing information.

Course Overview:

This course is designed to provide the student with short term intensive training along with adequate credentials to attain employment in an office or high-level customer service environments, or to enhance current occupational skills.

Employment in these occupations is expected to grow by 7.2 percent, adding 1.7 million new jobs by 2016. Customer service representatives will add the most new jobs with an anticipated 545,000 new jobs created nationwide.

The program will teach multiple office skills. We use the International Business Training Association's Business Communication Certification to provide the student a highly-marketable credential to add to their resume in a short period of time.

Classes:

- Introduction to Personal Computers
- Windows XP
- Keyboarding A-Z
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- QuickBooks
- CBP Business Communication
- Résumé Building & Interviewing Skills

Credentials:

International Business and Training Association's Business Communication Certification

Classes are 6 weeks in length, and meet for 4 hours per day, Monday through Thursday, mornings or afternoons

For information regarding this course, contact:

info@etfortwayne.com • (260) 432-9077 • Toll-free: (866) 257-0316