



Business *Skills* College

Business • Technology • Healthcare

Course Information:

Office Administration Professional

OFFICE ADMINISTRATION WILL PREPARE YOU FOR A CAREER IN BUSINESS

There is an increase in demand for skilled office staff able to work independently and who possess above-average skills. The Office Administration Professional Diploma program will prepare you to work in an office environment in any one of a number of areas. As an Office Administration Professional, you would be responsible for planning and implementing projects and overseeing staff for various departments. With any previous administrative knowledge or experience, a graduate of the Office Administration program would typically enter a company in a supervisory position as opposed to entry level.

LEARN NEW SKILLS OR BUILD ON YOUR EXISTING ONES

Human Resources, Accounting, and Marketing are components of the Office Administration program that will give you the knowledge and skills you will need to be successful in the business world. In addition, you will learn a wide variety of in-depth computer programs. The computer skills you will gain in the Office Administration program will provide a foundation for pursuing certification as a Microsoft Office Specialist in Microsoft Word, Excel, Access, and PowerPoint.

USE FLEXLEARN™ TO GRADUATE IN 8 MONTHS

With the Flexlearn™ system, you can prepare for your new career in Office Administration in only 8 months.

- Extra courses at no charge – free electives are possible
- Flexible schedules – work around your family and home schedule
- Extra assistance when YOU need it – book one-on-one assistance from qualified instructors
- Customized courses can be created for you