



GENERATIONS SOUTHEAST

COMMUNITY LEARNING CENTER

CAREER & TECHNICAL TRAINING

Administrative Assistant – Level 2

Training Location: Virtual & In-Facility Virtual

Instructor: Northern Industrial Training (NIT)

Cost: \$4,000 (*no tax*)

Program Summary

This intensive training program is conducted via Live, Distance education. Students will be provided unique usernames and logins to access NIT's Blackboard and Blackboard Collaborate accounts. Training covers advanced tools and knowledge needed for employment in the administrative field. Students must have successfully completed Administrative Training Level One or show proof of required skill in the following areas: Microsoft Excel, Microsoft Word, Microsoft Outlook, Microsoft PowerPoint. This training includes hard and soft skills, including advanced computer skills, personal finance, budgeting, electronic file storage and creation, databases, and communication.

Topics Covered

- Adobe
- Microsoft Suite
- ZOOM Meetings
- Business Projects
- OP & P&P
- Microsoft Publisher
- Budgets
- Electronic Files/Cloud
- Verbal and Non-Verbal Communication
- Marketing Overview
- Business Writing
- Office Etiquette
- Databases

To register or for more information, contact:

Haa Káak Hás Kahídi - Our Uncles' House
Generations Southeast Community Learning Center

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www.GenerationsSoutheast.org

***ALL courses offered
at the Generations
Southeast are open
to the public!***