CAREER & TECHNICAL TRAINING

Administrative Assistant Level 3

Training Location: Virtual & In-Facility Virtual
Instructor: Northern Industrial Training (NIT)
Cost: $4,500 (no tax)

Program Summary

The Administrative Assistant 3 Program at NIT is designed to equip individuals with skills in essential software applications. The program's advanced level of proficiency in Microsoft Word and Excel ensures participants can efficiently navigate and utilize these tools for document creation, data analysis, and publishing. The curriculum extends to cover Adobe Photoshop, offering hands-on training in photo editing. After completing this course, individuals will have a better understanding of the financial process and professionalism within an organization.

Eligibility Criteria

- Successfully completed Administrative Assistant Level 1 & 2
- 18 years or older

Topics Covered

- Finance
- Company Travel
- Business Writing, Grammer, & Terminology
- Photo Editing
- Meeting Planning
- Business Ethics & Professionalism

To register or for more information, contact:
Haa Káak Hás Kahídi - Our Uncles' House
Generations Southeast Community Learning Center
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ALL courses offered at Generations Southeast are open to the public!