

|                                         |                             |                          |                                      |                                 |
|-----------------------------------------|-----------------------------|--------------------------|--------------------------------------|---------------------------------|
| <b>B</b>                                | <b>I</b>                    | <b>N</b>                 | <b>G</b>                             | <b>O</b>                        |
| Virtual Assistant                       | \$14.17                     | Compass test             | Teams                                | Microsoft Office Suite Software |
| Administrative Professional Development | Variety of office settings  | Planning travel          | Additional educational opportunities | Variety of job tasks            |
| Web technologies                        | Administrative Professional | <b>FREE</b>              | Hybrid                               | Internship                      |
| Two-year Associate Degree program       | Keyboarding assessment      | Six instructors          | Customer service                     | Online                          |
| Administrative Professional Club        | Tracks                      | Administrative assistant | f2f                                  | Communication skills            |

|                                 |                     |                                      |                                   |                                         |
|---------------------------------|---------------------|--------------------------------------|-----------------------------------|-----------------------------------------|
| <b>B</b>                        | <b>I</b>            | <b>N</b>                             | <b>G</b>                          | <b>O</b>                                |
| Web technologies                | f2f                 | Additional educational opportunities | Keyboarding assessment            | Administrative Professional Development |
| Teams                           | Internship          | Compass test                         | Online                            | Administrative Professional             |
| Hybrid                          | \$14.17             | <b>FREE</b>                          | Customer service                  | Six instructors                         |
| Communication skills            | Virtual Assistant   | Administrative assistant             | Two-year Associate Degree program | Administrative Professional Club        |
| Microsoft Office Suite Software | Executive assistant | Variety of job tasks                 | Planning travel                   | Variety of office settings              |

|                                   |                                      |                                  |                        |                             |
|-----------------------------------|--------------------------------------|----------------------------------|------------------------|-----------------------------|
| <b>B</b>                          | <b>I</b>                             | <b>N</b>                         | <b>G</b>               | <b>O</b>                    |
| Two-year Associate Degree program | Customer service                     | Web technologies                 | Communication skills   | Teams                       |
| Tracks                            | Variety of job tasks                 | f2f                              | Keyboarding assessment | Administrative Professional |
| Six instructors                   | Additional educational opportunities | <b>FREE</b>                      | Hybrid                 | Compass test                |
| Executive assistant               | Microsoft Office Suite Software      | Administrative Professional Club | <b>\$14.17</b>         | Virtual Assistant           |
| Variety of office settings        | Planning travel                      | Internship                       | Online                 | Administrative assistant    |