B	I	N	G	O
Virtual Assistant	$14.17	Communication skills	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	**FREE**	Hybrid	Internship
Two-year Associate Degree program	Keyboarding assessment	Six instructors	Customer service	Online
Administrative Professional Club	Tracks	Administrative assistant	f2f	COMPASS test

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B	I	N	G	O
Web technologies	f2f	Additional educational opportunities	Keyboarding assessment	Administrative Professional Development
Teams	Internship	Communication skills	Online	Administrative Professional
Hybrid	$14.17	**FREE**	Customer service	Six instructors
COMPASS test	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

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

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