Become a valuable asset to your company!

Enroll in RCC’s Office Assistant/Administrative Assistant Program to gain the skills required by Boston’s top employers.

PROGRAM DETAILS

Are you looking to join a rapidly-growing workplace in need of administrative support? Do you need to brush up your skills with the latest technology, in order to meet the demands of your current job? Are you looking for a job where you will be a valued and important member of a successful office?

If you answered yes to any of these questions, then RCC’s Office Assistant/Administrative Assistant Training Program is right for you!

Through this program, you will learn how to use Microsoft Office Suite at an intermediate level, how to design and distribute branded marketing collateral, how to compose and distribute business letters, how to properly utilize cloud-based software, how to set-up and manage a social media presence, and much more.

The program will culminate with a final project which will require participants to show a mastery of all skills learned during the course.

SOFTWARE/PROGRAMS/SKILLS

- Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Access)
- Google Tools (Gmail, Google Drive, Google Calendar, Google Forms)
- Intro to HTML coding
- Social Media basics
- And more…

COST: $200.00

CLASSES START ON MAY 25, 2016

CLASS TIME: 6:00 P.M. – 9:00 P.M.

Ready to enroll? Want to learn more?

Visit www.rcc.mass.edu for a full description and to access the pre-registration form.

Or, call (617) 933-7490 to start the registration process.