

# Office Administration - General



## **Become an Office Administrator...**

This program will equip you with the skills that are required for working in a variety of office settings, including large corporations, small businesses, non-profit organizations and government agencies.

Common duties of office administrators include allocating work assignments, setting deadlines, maintaining office equipment, ordering office supplies, training employees, evaluating work performance, formulating and implementing company policies.

If you like working with people, are highly organized and good at multi-tasking, this is the job for you.

Financial Aid, including monthly payment plans are available.



*Start your college career today!*

## **Be Job Ready in 17 Weeks.**

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