



OFFICE ADMINISTRATION DIPLOMA

- Students earn their diploma in as little as 14 weeks (based on 6-hour classes, 5 days per week)
- Optional work practicum
- Continuous intake – start anytime!

YOUR NEW AND REWARDING
CAREER PATH IS **WITHIN**
REACH

REACH HIGHER WITH SUMMIT!

PURSUE A CAREER IN OFFICE ADMINISTRATION

Summit's Office Administration Program equips students with the communication, organizational, and computer skills employers are looking for. Some of the units covered in the program are: MS Office Word, Excel, PowerPoint, Outlook, Customer Service, Office technology, Front Line Reception, Information Management, Meetings & Conferences, Office Commerce, and Business Communications.

Graduates of the Office Administration program gain the skills to confidently create and finalize detailed reports and corporate presentations, act as a liaison for staff, business affiliates and clients by providing company information and directing the flow of communication.

CONTACT US NOW FOR MORE INFORMATION!