Administrative Assistant Diploma

7.2019

NAME:_____ Month/Day of Birth: _____/_____

Organization:_____

Email address:_____ Tel#_____

Building on the foundational Administrative Assistant Certificate, this program continues to provides the skills necessary to adapt to the ever-changing technological needs of today's modern business settings. Graduates of the Administrative Assistant diploma program gain proficiency in contemporary technology, office procedures, document processing, communication skills, and other necessary skills to succeed in a modern office setting. Completion of Administrative Assistant Certificate required for completion.

REQUIRED COURSES:

GRADE	DATE COMPLETED	COURSE	DELIVERY OPTIONS				
			L	W	SP	ILO	GL
		An Admin's Guide to Events (FREE)			●		●
		Body Language for Leaders			●		
		Business Math	●	●			●
		Communicate Collaboratively			●		
		Creative Problem Solving	●	●	●		●
		Essentials of Project Management	●	●	●		●
		Excel Advanced			●		
		Excel Tips and Tricks			●		
		Introduction to Data Analysis			●		
		Understanding and Managing Budgets			●		
		Winning at Human Relations			●		

L= Live   W=CFTEA Webcourse   SP= Self-paced Online   ILO = Instructor-Led Online   GL = Guided Learning

PLEASE CONTACT THE CFTEA OFFICE FOR CONFIRMATION OF COMPLETION WHEN APPROACHING COMPLETION OF A CERTIFICATE OR DIPLOMA