

ONLINE INTRODUCTION TO ADMINISTRATIVE ASSISTANT

REGISTER TODAY!

Learn the skills and essential duties to be an Office Administrative Assistant.

Admin Assistants are the backbone to any office or business. Learn how to keep organized and the detailed desk procedures and strategies involved for general office operations.



TUITION
\$90

ADMINISTRATIVE ASSISTANT



Receive the Office Administrative Assistant, Occupational Skills Award (OSA). Complete the Office Assistant Course, Microsoft Word, Excel and PowerPoint Courses.

ONLINE 3-WEEK COURSE
DMC COURSE CODE: POFT 1022

Register for Courses at www.delmar.edu/ce or at The Center for Economic Development

Monday - Thursday • 8:00 AM - 5:00 PM • Friday 8:00 AM - Noon



Center for Economic Development • 3209 S. Staples, Suite 115 • Corpus Christi, TX 78411
(361) 698-2122 • 1-800-652-3357, Option #5



www.delmar.edu/ce



ce@delmar.edu



[@delmarcce](https://www.facebook.com/delmarcce)



[@delmar_ce](https://www.instagram.com/delmar_ce)