

Administrative Assistant Professional Certificate

With this course, you will learn how to develop the skills you need to succeed as an Administrative and Professional Assistant. While learning important features and functions of Word, Excel and PowerPoint, you will also gain the necessary knowledge to effectively work with standard office software applications for spreadsheets, databases, word-processing, presentation programs and desktop publishing. Learning Outlook and e-mail etiquette is also a bonus of taking this course along with learning payroll accounting, basic financial accounting, business writing and basic business economics! Sign up today and discover the endless learning opportunities with a course like this!

**July 5th, 2022-
August 28th, 2022**

From 5:00pm-8:00pm

Course Meeting Times:
Tuesday, Thursday, and Friday



**IOWA
WESTERN**

CONTINUING EDUCATION

\$1000.00 textbook included

2700 College Rd, Council Bluffs, IA 51503
Located in Looft Hall
Room 112

Register today by
scanning the QR code



Jamie Manhart
jmanhart@iwcc.edu or
712-325-3265