LARE Institute

Business Technology Program!

GET STARTED!

Contact

Mary Javier

MaryJavier@AmericanTraininginc.com

978-685-2151 Ext. 6710

APPLY TODAY!

Business Technology Program: 600 Hrs (24 weeks)

Students will learn:

- Windows File Management
- General Office Procedures
- Email
- Internet
- Windows Operating System
- Customer Service
- Formatting Documents
- Spreadsheets
- Bookkeeping

Upon passing certification exams, Students can earn the following certifications:

- Microsoft Word 2019
- Microsoft Excel 2019
- Customer Service
- QuickBooks

Graduates of this program may find entry level positions as Customer Service Representatives, Administrative Assistants, Office Assistants, Support Staff persons, Administrative Clerks, or other job options in various office and/or company environments.

CERTIFICATES AWARDED UPON SUCCESSFUL COMPLETION!