We train on *your* schedule.

Visible Edge Institute has been providing classroom training for over 30 years and remote training for over a decade. Our flexible, comprehensive training programs are designed to accommodate individuals of **all** skill levels.

As a Licensed Post-Secondary Educational Institution, our training provides students with hands-on experience, in-depth skills in leading applications, and industry-recognized certifications. You'll get the opportunity to earn industry-recognized certifications in all of our programs.

Train remotely or in-center, while maintaining on-demand access to our live instructors. Students can also access training lessons 24/7 for self-study.

Remote Attendance: Remotely tap into our training center to work directly with live instructors on-demand via phone, video call, screen sharing, email, chat or text.

In-Center Attendance: Choose to attend training in our physical training center on your schedule, not ours. Our renovated in-center learning environment utilizes state of the art equipment and modern learning techniques including one-on-one live instructor interactions, digital materials, labs, and project work.

You may qualify to have your entire program paid for, 100%, with no out-of-pocket costs to you. All programs are federally approved by WIOA, Section 30, Trade Adjustment Act, Vocational Rehab, and more.

We are a Veteran Friendly Institution.

® GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information about education benefits offered by the VA, visit the official U.S. government website at http://www.benefits.va.gov/gibill.

GLOBAL HEADQUARTERS

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Ve-I reserves the right to change fees, courses, topics, policies, programs, services and personnel as required. "On-Demand" refers to instructor and facility access during our normal business hours, which are Monday – Friday from 8:00AM to 5:00PM except Federal Holidays and shutdowns. Instructor support is limited to purchased training materials and labs. Remote setup assistance is included.

OFFICE ADMINISTRATION & SUPPORT TECHNOLOGIES

Explore top skills and gain the in-depth, modern knowledge necessary to advance yourself in the workplace.

VISIBLE EDGE

DIVE INTO THE SKILLS AND TECHNIQUES REQUIRED TO KEEP MODERN COMPANIES FUNCTIONING - RANGING FROM BASIC TO ADVANCED

Throughout our Office Administration & Support Technologies program, you'll acquire essential office support and management skills. To begin the program, you'll be introduced to core topics such as Administrative Professional Foundations and important Microsoft programs used throughout the modern-day industry.

Then, continue on to learn more about essential programs and topics including bookkeeping basics, business etiquette, applicable math subjects, QuickBooks, and Computer File Organization.

Finally, explore related aspects of the industry through your choice of elective courses. Choose from topics including time management, financials, remote interviewing, document management, ESL for business, negotiating skills, customer service, forensic accounting, Zoom, QuickBooks, and more.

Whether you're looking to re-enter the working world, update your office skills, want to make a career change, or something else - our program can be customized to provide the skill set required to excel.

A vast range of electives are also included in the program to boost your resume, expand your skill set, strengthen your knowledge, increase your employment marketability, and give you a competitive edge.

HIGHLIGHTS...

For students new to computer basics and modern computer usage, we offer introductory courses in a variety of beginner topics including Windows and Microsoft.

After being introduced to core courses like Administrative Professional Foundations and ESL, learn more about essential programs and topics like bookkeeping, QuickBooks, and more.

Update your office knowledge and modernize your skill set to keep you marketable.

YOU'LL HAVE THE OPPORTUNITY TO EARN INDUSTRY-RECOGNIZED CERTIFICATIONS, INCLUDING BUT NOT LIMITED TO:

Certifications in Microsoft Office 365 Associate Specialist for Outlook, Word, Excel, PowerPoint, and Access

Google Analytics Individual Qualification (GAIQ)

Lean Six Sigma Greenbelt

Lean Six Sigma Healthcare

Lean Management

Project Management Professional (PMP)

Adobe Creative Cloud Certifications

CORE CURRICULUM FOR THIS PROGRAM INCLUDES...

- Administrative Professional Foundations
- ESL for Business
- Math Fundamentals
- Bookkeeping
- Computer File Organization
- Business Etiquette
- Microsoft Teams, Word, Excel, Access, PowerPoint, OneNote, Outlook, Forms, Planner, Visio, Project, OneDrive, SharePoint, & more.
- Microsoft Outlook Associate Certification
  - Certification Preparation + Exam
- Microsoft Word Associate Certification
  - Certification Preparation + Exam

ADDITIONAL ELECTIVE TOPICS INCLUDE...

- Zoom
- Salesforce
- Typing
- Windows Fundamentals
- Security Awareness
- Cybersecurity
- QuickBooks
- Accounting & Forensic Accounting
- Finance, Blockchain, & Bitcoin Fundamentals
- Office Organization, Document Management & Retention, & SAP Essentials
- Relational Databases
- Business Data Analysis
- Customer Service Etiquette
- Conflict Management, Navigating Awkward Situations, & Body Language
- Human Resource (HR) Fundamentals
- Privacy, HIPAA, & GDPR Compliance
- Productivity & Time Management
- Working from Home
- Event Planning
- Lean, Agile, Scrum, & Project Management
- Marketing Strategies & Graphic Design
- Adobe Creative Cloud
- *and more.*

To learn more about this program, please visit:
www.visible-edge.com/office-administration-and-support-technologies/