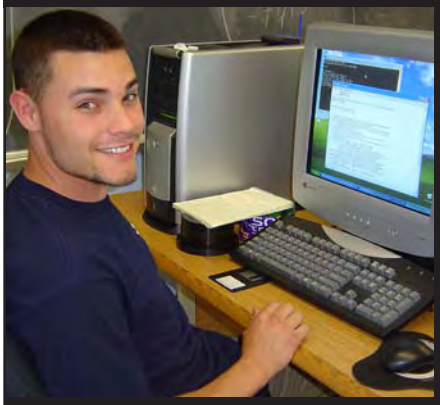

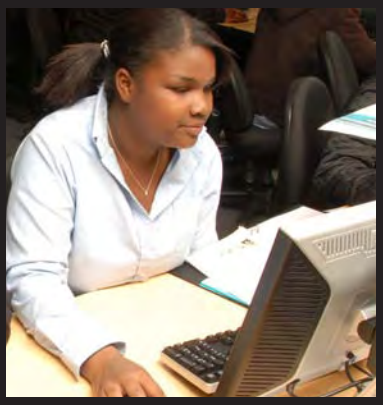

Office Administration

Career Technical Training Area

Finance and Business Career Pathway

Office Administration

The Job Corps Office Administration career training program takes 8 to 12 months to complete and requires training in the following subject areas:

- Computer hardware
- Computer software
- Using an operating system
- Common program functions
- Word processing functions
- Spreadsheet functions
- Networks and the Internet
- Electronic mail
- Using the Internet
- Impact of computing and the Internet on society
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access (optional)

Credentials:

Students who complete a Job Corps training program are eligible to receive the following credentials:

- Internet and Computing Core Certification (IC^3)
- Microsoft Certified Applications Specialist (MCAS) for Word, Excel, and PowerPoint
- Microsoft Access certification (optional)

Eligibility requirements:

Before completing an Office Administration program, students should:

- Have the basic math and reading skills necessary to perform the job.
- Complete the core curriculum and pass all written and performance tests.

Average length of training:

8 to 12 months

The salary range for various careers in Office Administration is:

$19,600 to $30,000/year

THE BENEFITS OF JOB CORPS

Hands-on training and internships • Housing, meals, and basic medical care • Earn while you learn: Biweekly living allowance • Administered by the U.S. Dept. of Labor

What is Job Corps?

- **A residential career training program**
- **Your path to a career in a high-growth industry**
- **A place to earn your high school diploma or GED**
- **Career counseling and support after graduation**

Career Technical Training programs vary at different Job Corps centers.

Administered by the U.S. Department of Labor, Job Corps is the nation's largest career technical training and education program for low-income students ages 16 through 24. Job Corps is a U.S. Department of Labor Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY telephone number is (877) 889-5627.

www.recruiting.jobcorps.gov • http://mifuturo.jobcorps.gov (español)

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