

EXECUTIVE ASSISTANT

Course offerings include: Introduction to Microsoft Word, Essentials of Microsoft Office Suite, Business Administration and Management

Program Profile

School:	School of Business, Technology, Marketing and Finance (BTMF)
Industry Certifications/Credentials Available:	Microsoft Office Specialist
Applicable Career Paths:	Executive Assistant, General Business
Career and Technical Student Organization:	FBLA
Advisory Board Members:	PriceWaterhouseCoopers, NJFCU, Berkeley College, William Paterson University Small Business Development Center, PCCC, National Park Service, Paterson Alliance, Calvary Baptist Church, Tri County Chamber of Commerce, Junior Achievement, Montclair State University, Lincoln Tech, Marriott, St. Joseph's Healthcare System
Program Highlights:	North Jersey Federal Credit Union Teller Internship: students receive hands-on work experience as teller at the in-school branch; develop personal finance skills, participate in marketing campaigns to promote the branch's services