

EMPLOYMENT ASSISTANCE

The **EDUCATION AND TECHNOLOGY INSTITUTE** offers lifetime Employment Assistance. Placement personnel assist students in developing resumes, preparing for job interviews, and maintaining job search activities.

Our commitment to the student's success does not end at graduation, but continues throughout his/her professional career.

HOW WE DO IT!

The **EDUCATION AND TECHNOLOGY INSTITUTE** provides:

- ◆ Small class size
- ◆ Hands-on training
- ◆ State-of-the-art equipment
- ◆ Qualified faculty
- ◆ Job placement assistance

Call our Admissions Office at:

(724) 836-2395

Or check out our website at:

www.eti.edu

Or e-mail us at:

admissions@eti.edu

Or visit us on Donohoe Road at:

**219 Donohoe Road
Greensburg, PA 15601**

**A Division of the Private Industry Council
of Westmoreland/Fayette, Inc.**

Education and **T**echnology **I**nstitute



COMPUTERIZED OFFICE TECHNOLOGY

PROGRAM

*“Training Today’s People
for Tomorrow’s Technology”*

Licensed by:
The Pennsylvania State
Board of Private Licensed Schools

*~Accredited by the Accrediting Council for
Independent Colleges & Schools~*

Do You Need Help Preparing for Today's Job Market?

Do You Want the Training Necessary to Begin a New Career?

If you answered "YES!" to these questions, contact the **EDUCATION AND TECHNOLOGY INSTITUTE** and let us help you:

Boost Your Job Marketability!

And

Increase Your Earning Potential!

The **EDUCATION AND TECHNOLOGY INSTITUTE**, located in Greensburg, PA, is an adult training facility specializing in preparing graduates for professional career opportunities.

COURSE DESCRIPTION

COMPUTERIZED OFFICE TECHNOLOGY is a 6 month (28.5 credit) diploma program that prepares students for various types of careers working with computer software. Potential job opportunities include, but are not limited to: administrative assistant, inventory, warehouse and office management, merchandising, advertising, and billing adjustment clerk. This program can enhance computer experience and skills to supplement existing skills with the latest computer software in order to remain competitive in today's workforce.

Detailed information about course offerings is available in the school catalog.



REQUIREMENTS

- ◆ High school diploma or GED
- ◆ Individual assessment

COURSE OUTLINE

- ◆ Introduction to Computers
- ◆ Word I and II
- ◆ Spreadsheet I and II (Excel)
- ◆ Database I (Access)
- ◆ PowerPoint I
- ◆ Desktop Publishing I
- ◆ Information Manager
- ◆ Keyboarding I and II
- ◆ Office Technology
- ◆ Business English I and II
- ◆ Business Math I
- ◆ Professional Development I and II
- ◆ Course Project