

Hector B. Basora
SUNY ATTAIN Lab
 at
CUNY IN THE HEIGHTS
DIVISION OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT
 212-567-7132



State University of New York

5030 Broadway, Room 102
 btw 213th & 214th Street
 New York, NY 10034
212.569.1002
www.hbb.sunyec.org
evelyn.marte@attain.suny.edu

ADMINISTRATIVE ASSISTANT TRAINING

Hector B. Basora SUNY Attain Lab



Cost-Free
 Industry-Standard
 Technology
 Certifications



Start a new career as a professional Secretary or Administrative Assistant!!

Learn essential skills that will prepare you to be successful in every industry.

HRA Approved Programs

Courses	Supporting Courses
Microsoft Office Specialist 2013 Certifications (Word, PowerPoint, Excel, Outlook) Office Skills Typing Mavis Beacon Work Place Reading & Math	Microsoft Digital Literacy Customer Service Working with People Resume Prep & Job Search

Certificates of Completion are received at the end of each course

TRAINING
 KNOWLEDGE
 COMPETENCIES
 GOAL SKILLS
 EDUCATION
 PERSONAL
 PRACTICAL SCHOOL SOFTWARE FEEDBACK CONTINUAL IMPROVEMENT PERFORMANCE RESULT TEACHING QUALIFICATION DEVELOPMENT

All courses and certifications are **AT NO COST** to participant and are offered through self-paced instruction.

LAB HOURS	REGISTRATION
MONDAY	CLOSED Every Wednesday
TUES, THURS, FRIDAY	Session 1 1pm-2pm
WEDNESDAY	Session 2 5pm-6pm
SATURDAY	9am-2pm

Lab hours are subject to change.

