

FALL 2025

Administrative Office Professional Prep Course

— **Online** —



September 17- November 26

Mondays/Wednesdays 3:30-5:30PM

Tuesdays/Thursdays 3:30-6:00PM

This course prepares students for careers as Administrative Office Professionals, equipping them with technology and critical thinking skills essential for organizational success. They'll support leaders by staying current of Terminology, Trends, and Technology. Career paths include Administrative Assistant, Executive Assistant, and Office Manager, in retail and office environments.

Students will need a computer with a working camera and microphone and internet to attend this course.

Register by September 11

**Contact Hiawatha Valley Adult Education
to get more info and for registration**

HVAE.org | 651-380-6407

Hiawatha Valley Adult Education

SEMN Adult Education

Hawthorne Adult Education