

Our **Administrative Assistant Course** offers 40 hours of computer training from Google Apps to Microsoft Office Suite as well as personal and leadership development.

**MORE INFORMATION:**  
[cetrain.isu.edu/hero](http://cetrain.isu.edu/hero)

**REGISTER:**  
[cetrain.isu.edu/hero](http://cetrain.isu.edu/hero)  
or (208) 282-3372

**COURSE FEE:**  
Master Course: \$800  
Single Day: \$100 per day

**Idaho State**  
UNIVERSITY  
CONTINUING EDUCATION  
WORKFORCE TRAINING



**Google Apps** - Help your office collaborate effortlessly from anywhere with Google Apps



**Intermediate and Advanced MS Word** - Increase your efficiency by expanding your knowledge of Word to include essential tips, tricks and shortcuts.



**Intermediate Excel** - Excel is essential in the modern office and we are going to show you the ropes.



**Ethics** - In our ethics workshop you will be updated on correct office protocol as well as your rights as an employee.



**Basic Bookkeeping** - This is a refresher course for basic business math that you will use day-to-day in the office.



**Emotional Intelligence** - This module will help increase your interpersonal skills so you navigate any situation and grow as a leader.



**Organizational Skills** - We will teach you the organizational tips to ensure you can find things when you need them.



**Customer Service** - As the face of the office, it is crucial you make a good impression. Learn skills from proper phone etiquette to dealing with difficult customers.



**Effective Smart Phone Usage** - We'll show you some of the best apps for office productivity and how to use them.



**Troubleshooting computers and printers** - Save your office time and money by learning basic troubleshooting to keep your network functioning.

# BE THE OFFICE HERO!

*Being the office hero isn't about radioactive spider bites or super suits: it's about savvy. Complete our **Administrative Assistant Course**—including computer training from Google Apps to Microsoft Office Suite as well as personal and leadership development—and the office hero role is all yours.*

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