

**Student Recommendations:**

“This was a fantastic course! The instructors were always helpful and got back immediately with answers. They have a friendly humorous personality that made it so much easier to ask questions. I haven’t been in school since 2005 so this was a great ice breaker to get me back into the game and I am happy to say I will be taking more classes in the future because of the excellent experience I had with this one.”

**Semester Start Dates:**

- Contact Corporate Training

**Online Course Format:**

- Led by an expert instructor
- Interactive discussion areas
- New sessions begin monthly
- 6 weeks, 12 lessons

**For more Details:**

[http://www.ed2go.com/fsw/online\\_course/cop/detail/Administrative\\_Assistant\\_Fundamentals.html](http://www.ed2go.com/fsw/online_course/cop/detail/Administrative_Assistant_Fundamentals.html)

**To Register:**

<https://www.ed2go.com/fsw/Enrollment/Enroll.aspx?ProductId=66>

**For More Class Offerings:**

<http://www.ed2go.com/fsw/>

**Requirements:** Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.

## **Administrative Assistant Fundamentals \$99**

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

This course and its followup (*Administrative Assistant Applications*) may help you prepare for the internationally-recognized Certified Professional Secretary® (CPS®) and the Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®).

**NOTICE OF NON-DISCRIMINATION**

Florida SouthWestern State College is committed to providing an educational and working environment free from discrimination and harassment. All programs, activities, employment and facilities of Florida SouthWestern State College are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to the College's Equity Officer.

The College's Equity Officer/ADA and Title IX Coordinator is:

Director, Human Resources  
Royal Palm Hall, N-120 – Lee Campus  
8099 College Parkway SW  
Fort Myers, FL 33919  
(239) 489-9293