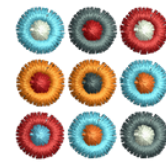


In-Person Course

OFFICE ASSISTANT TRAINING PROGRAM



WLS

FLEXIBLE SCHEDULE

If you're looking to turn your organization skills into a career you enjoy, Workplace Learning Solutions' Office Assistant Training program can help you prepare to take the next steps toward the job you want. Plus, our instructors are amazing, classes are small and you will learn on the best technology so you're prepared at the end of the program.



SIGN UP TODAY!



You will learn:

- Introduction to internet and Installation tools
- Organizational Skills
- Communication Skills
- Vendor Management
- Problem solving and critical thinking
- Record keeping
- Data Input
- Project Management
- Inventory



Office Assistant Training Program

Program Description

The Office Assistant training program with Workplace Learning Solutions prepares students with all the skills and coaching needed to jumpstart their administrative career. The Office Assistant program will provide hands-on training in general office administration, customer service, and digital skills.

Nature of Work

As an Office Assistant, you must have knowledge of office procedures and systems such as: sending emails, organizing files and records, proofreading documents, and workplace terminology. An Office Assistant will be responsible for operating office equipment, answering telephone calls and recording messages, filing documents, checking emails, scheduling appointments, and a variety of other tasks to ensure an office runs smoothly.

Career Outlook

An Office Assistant career outlook is too varied and diverse to be classified in any specific clerical occupation, requiring knowledge of office systems and procedures. Career Outlooks are in accordance with the industry served of individual establishments.

Office Assistant jobs will experience varying degrees of growth in the near future, depending on the industry served. For example, projections of a 5% decrease for secretaries and administrative assistants between 2020 and 2030 but a 15% increase for legal assistants in the same period.

Overall employment of office assistants, except legal, medical, and executive, is projected to decrease 5 percent from 2020 to 2030, About 325,400 job openings are projected each year, on average, over the decade.

Potential Earnings

While WLS does not guarantee salary for participants, the following information is helpful in considering whether this career field is right for you. The median annual wages for different types of positions in clerical occupations are as follows:

The average general Office Assistant salary in Georgia is \$35,600, the range typically falls between \$20,760 and \$48,620.

The average Medical Assistant salary in Georgia is \$36,190, the range typically falls between \$27,970 and \$46,450.



The average Legal Assistant salary in Georgia is \$31,080, the range typically falls between \$27,970 and \$76,550.

Salary ranges can vary widely depending on the city and many other important factors, including education, certifications, additional skills, and the number of years you have spent in your profession.

Program Details

Program Description	The Office Assistant training program with Workplace Learning Solutions prepares students to earn gainful employment in an office administrative role. Students will learn various technical skills needed to succeed.
Dates (TBD)	8-week course – 4 days/week (2 hours/day)
Format	24 hours of technical skills training 16 hours of fac-to-face coaching
Certification Options	Administrative Assistant Certification (CAA)