



HOPE Technology and Education Center, NFP
1354 W. 61st Street, Chicago, IL 60636
(Corner of 61st and Loomis)

NEW

ADMINISTRATIVE PROGRAM

Intermediate Applications
Microsoft Word Certification
Job Readiness Training

FREE COMPETITIVE SCHOLARSHIPS
AVAILABLE

MANDATORY ORIENTATION
FOR MORE DETAILS CALL 773-424-0437

Administrative Assistant Programs

HOPE TEC's Administrative Assistant Program provides computer training to lead to Microsoft Office Certification, and direct job placement

Administrative Level One

Intermediate Applications, Microsoft Word, and Job Readiness

Administrative Level Two

Microsoft Excel, Microsoft Power Point, and Microsoft Outlook

e-mail: hopedec@ymail.com VISIT US ON THE WEB www.hopedec.org

Hope TEC is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education

Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701

Website: www.ibhe.org, Phone: (217) 782-2551, Complaints: <http://complaints.ibhe.org/>

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