



# ADMINISTRATIVE CAREERS- ADULT TRAINING PROGRAM

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**300-HOUR PROGRAM – TUITION \$2,700**

**EVENING COURSE**

**TUESDAY & THURSDAY**

**5:00PM - 9:00PM**

FORBES ROAD CAREER AND TECHNOLOGY CENTER  
607 BEATTY ROAD, MONROEVILLE, PA 15146  
412-373-8100 X 223 – CHRISTINES@FORBESROAD.COM



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## COURSES OF STUDY

COMPUTER KEYBOARDING  
COMPUTER FUNDAMENTALS & APPLICATIONS  
OFFICE PROCEDURES  
BUSINESS COMMUNICATIONS  
WRITING FOR BUSINESS/INDUSTRY  
BUSINESS MATHEMATICS

## CAREER PATHS

OFFICE ASSISTANT  
RECEPTIONIST  
ADMINISTRATIVE ASSISTANT  
HUMAN RESOURCE ASSISTANT  
FILE CLERK  
CUSTOMER SERVICE REPRESENTATIVE

VISIT OUR WEBSITE AT [WWW.FORBESROAD.COM](http://WWW.FORBESROAD.COM) FOR MORE INFORMATION!

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