



CAN Academy USVI



ADMINISTRATIVE CERTIFICATION (CAP)

INCOME ELIGIBLE DISPLACED WORKERS ARE ENCOURAGED TO CONTACT THE V. I. DEPARTMENT OF LABOR FOR ENROLLMENT.

OVERVIEW:

Participants in the Certified Administrative Professional (CAP) program will acquire information and build competency related to sitting for the Certified Administrative Professional exam. They will learn theory and real-world methods to effectively support all administrative functions within an organization. Specific skills include basic office management skills, Microsoft Office 365 programs, scheduling, inventory management, vendor relations, customer service and other critical administrative skills. Program participants will sit for the Microsoft Specialist Certification in Microsoft Word 365.

PRE-REQUISITE:

HS Diploma or equivalent. Currently have an interest in working in an administrative and/or office management environment.

FORMAT – MIXED (ONLINE & ONSITE AVAILABLE)

Onsite classes are also provided at the Romeo Malone Community Center.

*SCHEDULE: *SCHEDULE IS SUBJECT TO CHANGE

- 8 WEEKS
- TUESDAYS
- 6:00PM-7:30PM



FOR GENERAL REGISTRATION AND TUITION INFORMATION, PLEASE CALL 340. 474.1510