



# ***ASSOCIATES DEGREE IN BUSINESS IN JUST 15 MONTHS!***

Have you recently been laid off from a manufacturing company?

Are you seeking to change career paths?

Interested in working in an office environment?

Do you want to learn new skills that can advance your career?



This program may be for you. Grand Rapids Community College is offering an Associate in Business Degree in Office Administration in a new and exciting format.

## ***Highlights of this Program***

- Program will be offered in a "cohort" format, all students will be in the same classes together
- 24 students will be able to begin this program in Winter of 2010
- Only the participants in this program will be allowed access to these specific classes, so classes will be guaranteed
- Classes will be held at the Grand Rapids Community College Tassell M-TEC Building
- Free parking will be available
- Degree can be completed in just 15 months compared to the standard 24 months

## ***What will this degree do for you?***

This program will prepare you for careers in a variety of office positions including, office managers and office professionals. It emphasizes business document preparation, computer applications in business, office procedures and cultures, office ethics and etiquette, and communication skills.



***Space is limited! Contact us for more information!***

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