

HUDSON COUNTY SCHOOLS OF TECHNOLOGY PRESENTS

# ADMINISTRATIVE ASSISTANT CERTIFICATION



GET TRAINING & CERTIFIED ON  
ESSENTIAL WORKPLACE SKILLS!

EFFECTIVE COMMUNICATION  
DATA ENTRY  
OFFICE ORGANIZATION  
BUSINESS WRITING  
TIME MANAGEMENT  
MEETING COORDINATION

NEW CLASS FEB. 13TH



COUNTY PREP CENTER  
525 MONTGOMERY STREET  
JERSEY CITY, NJ 07302  
MONDAYS & WEDNESDAYS  
6PM-8PM

GET CERTIFIED OR CERTIFY YOUR STAFF!

REGISTER NOW



WWW.HCSTONLINE.ORG/POSTSECONDARY  
201-662-6791 HUDSONTECHNICAL@HCSTONLINE.ORG

