


# project pivot



Industry pathway for:  
**Secretaries and Administrative Assistants**



[Click here to learn more about this pathway!](#)

## 1. Skillset: Microsoft Office

- Course #1: Outlook: Time Management with Calendar and Tasks
- Course #2: Learning Excel 2019
- Course #3: Managing Projects with Microsoft Teams



## 2. Skillset: Business Communications

- Course #1: Enhance Your Productivity with Effective Note Taking
- Course #2: Writing Formal Business Letters and Emails
- Course #3: Business Etiquette: Phone, Email, and Text



## 3. Skillset: Office Administration

- Course #1: Administrative Professional Foundations
- Course #2: Project Management Tips



## 4. Skillset: Time Management

- Course #1: Proven Tips for Managing Your Time
- Course #2: Time Management Tips: Scheduling

Interested in pursuing more advanced education options after completing Project PIVOT? Check out continuing education opportunities from these local academic partners in the "Continuing Education Options for Industries with High Demand" section of the Project PIVOT webpage!

