

# Today's secretarial work requires varied and professional skills - are you prepared?

## Morton College Department of Office Management Technology

Highly-trained professional staff provide the instruction you need for a job in an office setting. Certificates and degree programs available.

- Prepare for Microsoft Office Specialist certification
- State-of-the Art Computer Lab
- Online courses designed to mirror the courses taught face-to-face on campus
- One access code gets you all the electronic books you need for all OMT classes for the semester/year
- Financial aid including grants, loans, and scholarships available to all who apply and qualify



### LEARN VALUABLE, ESSENTIAL SKILLS:

- Problem Solving
- Technology Skills
- Internet/Intranet Communication
- Project Management
- Electronic Recordkeeping
- Organization
- Customer Service

For more information contact:

Edie Fabiyi  
edie.fabiyi@morton.edu  
708 656-8000, ext. 2363



### POTENTIAL CAREERS INCLUDE:

- Administrative Assistant
- Executive Assistant
- Office Manager
- Supervisor
- Information Manager
- Scheduler
- Graphics/Desktop Publishing Coordinator
- Medical Office Assistant
- Team Leader
- Receptionist
- Secretary

Morton College

3801 S. Central Ave.  
Cicero, IL 60804

Office Management Technology Department  
www.morton.edu/omt

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