



DIPLOMA PROGRAM: Office Assistant

1-year Diploma Program

Sample Courses:

Business Math I
Keyboarding and
Keyboarding Lab
Payroll Accounting
Office Practices

Program Description

This program teaches students to be knowledgeable and business-oriented professionals. Students develop skills in management, accounting, advanced computer training, and records management — all within small classroom settings. Our graduates maintain effective office systems within a wide range of business environments.

Career Opportunities

- ➔ Clerk-Typist
- ➔ Receptionist
- ➔ Data-entry Clerk
- ➔ Office Assistant

Career Services

Our Career Services Office offers services to all students and graduates, providing a wealth of resources and information. Since many students are unsure of their career goals, we encourage them to acquaint themselves with our office so we can help them through the process of finding the right job. Because our programs are so highly regarded in the area, we get a number of calls and requests from employers who have had success with our graduates in the past. Some of our services include:

- ➔ Job Fairs
- ➔ Employer Relations
- ➔ Penn State Partnership
- ➔ Business Guests
- ➔ Job Search Class

Financial Aid

South Hills School of Business & Technology understands that your education is an investment in your future. The Financial Aid staff will work with you to make sure you receive all aid for which you are eligible. For answers to your financial aid questions, you may contact us at 814-234-7755 or email financialaid@southhills.edu. We encourage you to meet with an Admissions Representative to determine which program best suits your needs. Once you have decided on the program that is right for you, the Financial Aid Office can better determine the aid for which you are eligible.