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Talent Connect

Program Details : Office Information System

Provider Name :	Alpha Technical Institute, Inc.
Date of Last Update :	7/1/2025 1:46:00 PM
Provider Primary Area :	Wayne County (not Detroit)
Program Locations :	Dearborn Campus
Provider URL :	http://www.alphatechschool.com
Program Description :	OBJECTIVES: Designed for the mature student whose aspirations extend beyond secretarial proficiency to the opportunities available in office administrative management. This program provides the opportunity for students to improve their MS Windows and Microsoft Office software applications literacy and job skills. Software application courses help students through hands-on experience to advance their professional careers and Manage their personal affairs. Microsoft Office certifications are part of the because it is designed for the mature student whose aspirations extend beyond secretarial proficiency to the opportunities available in office administrative management. This program provides the opportunity for students to improve their MS Windows and Microsoft Office software applications literacy and job skills.
Contact Name :	Admission Office
Contact Phone Number :	3138460066
Program URL :	http://alphatechschool.com
Program Prerequisites :	High School Diploma or Equivalent
Admission Requirements :	10th grade reading and math. Basic Computer skills
Program Duration (Clock / Contact Hours Per Week) :	20
Program Duration (Weeks) :	20

Credential Earned :	Industry-Recognized Certificate or Certification
Name of Associated Credential :	Microsoft Office Specialist
Issuer of Associated Credential :	Microsoft
Program Format :	In-person : Yes Online, E-learning, or Distance Learning : No Hybrid or Blended Program : No
Associated Occupation 1 :	43-4161.00 - Human Resources Assistants, Except Payroll and Timekeeping
Associated Occupation 2 :	Not Available
Associated Occupation 3 :	Not Available
License Fee for Employment :	No
Estimated Waiting Period to Enter Program :	0 Day
Program Cost :	$5,000.00
Cost of Books and Supplies :	No
Sources of Financial Assistance Accepted :	Individual Training Accounts, WORKFIRST, TAA, and loans
Internship/Externship Amount :	No
New Program :	No
Number of Graduates in the last year :	0
Employment Rate - 2nd quarter after exit :	Not Available
Quarterly Median Earnings :	**
Employment Rate - 4th quarter after exit :	Not Available
Credential Attainment Rate :	Not Available