

OFFICE MANAGER CERTIFICATION



Course Description:

The Certified Office Manager is accredited by Accounting Training Unlimited (ATU) and the National Bookkeepers Association, and is recognized throughout the United States and its Territories. ATU's Uniform Certified Office Manager prepares participants in the areas of the office environment, office competencies, managing information to enhance productivity, communicating in written form, communicating orally, banking and payroll, financial reports and procedures, time and workstation management, meetings and travel, records management, processing management, planning and advancing your career.



National Bookkeepers Association



Course Length:

42 Hours

Course Instruction Method:

Classroom instruction with web-based instruction integration.

To Learn More and Register, visit us at:

www.lattetrainingacademy.com

Or call us at :

(670) 285-1343

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