

- Fort Wayne, IN
- Kokomo, IN
- Elkhart, IN
- Napoleon, OH

Computer Technology Specialist

Indiana ETC #7649 • Ohio #470104 • Cost: \$1,500

CBP™ Certification Benefits



The Certified Business Professional (CBP™) is an internationally recognized industry credential that validates and develops the business professional.

Achieving CBP™ certification gives students the marketable skills necessary to set them apart in the competitive job market.

The CBP™ Business Communication certification module explores the study of the process of communication in the business environment, allowing us to understand how to make better choices in our day-to-day communication.

The CBP™ Computer Technology Specialist Certification provides the business professional with working knowledge of the essential computer technology concepts required to survive in today's technological workplace. Computer technology is now fully integrated into most aspects of living and business, and as such, the business professional must possess core knowledge of computing to excel. Almost every job has a core set of technology and business components that requires the professional to develop both information technology and business skills.

Program Overview:

The CBP™ Computer Technology Specialist Certification covers a wide range of computer technologies such as computer architecture, software applications, networking, Internet technologies, electronic commerce, computer health and safety, computer security and law. Each student in this class will build a computer at the end of class, which the student will take with them to continue practicing their newly-acquired skills.

Prerequisites:

HS Diploma or GED

Classes:

- Introduction to Personal Computers
- Windows XP
- Keyboarding A-Z
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Publisher
- QuickBooks
- Leadership Essentials
- Time Management
- Excellence in Customer Service
- CBP Business Communication
- Résumé Building & Interviewing Skills

Certification:

International Business and Training Association's Computer Technology Certification

Classes are 6 weeks in length, and meet for 4 hours per day, Monday through Thursday, mornings or afternoons

For information regarding this course, contact:

info@etfortwayne.com • (260) 432-9077 • Toll-free: (866) 257-0316