

# Reach for a Professional Opportunity

A professional attitude is the business suit you always wear, even on casual Fridays. Imagine interviewing for a company that will value your contributions and treat you as an important member of a team. With training from Milan Institute's business programs, you can present yourself with the skills and confidence you need to start a career in the corporate world.

## ADMINISTRATIVE SPECIALIST

You can do more. Your drive and determination are untapped potential waiting for a professional opportunity. At Milan Institute, we can prepare you for a professional career with our Administrative Specialist program. Learn essential computer skills and gain a working knowledge of popular computer software. Data management, record keeping, word processing, desktop publishing and Internet research are all daily aspects of working in a business or office environment. More importantly, you will have experience from your training that can give you the confidence you need when you search for your career.



*Professional*  
careers in  
*Business*

**MILAN**  
MILAN INSTITUTE®

# Why Milan Institute?

## STUDENT SERVICES

### Career Services Assistance

Once your education is complete, you can benefit from our job placement assistance. The Career Services department at each Milan Institute campus offers community resources, professional and resume development and job placement assistance for graduates.

### Financial Aid

Finding a way to pay for college shouldn't prevent you from accomplishing your dreams. Milan Institute's Financial Aid department can help you understand the financial aid process and will assist you in applying for student loans and grants.

Milan Institute participates in Title IV Federal Financial Assistance programs under authorization of the U.S. Department of Education, Office of Student Financial Assistance. Any student interested in obtaining federal aid should visit or call the financial aid office and request a Student Financial Aid Guide or visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov) to view online federal assistance publications.

### Experienced & Qualified

Our instructors are professionals in their respective fields bringing current industry insight right to the classroom. Our instructors bring the relevant, on-the-job experience you can't get in any textbook.

### Nationally Accredited

Milan Institutes are nationally accredited institutions.

**Accrediting Council for Continuing Education and Training (ACCET)<sup>1</sup>**

Milan Institute – Visalia, CA

<sup>1</sup>Accrediting Council for Continuing Education and Training, 1722 N. Street NW, Washington, DC 20036, 202-955-1113

For more information about our graduation rates, the median debt of students who have completed the program, and other important information, please visit our website at <http://www.milaninstitute.edu/new/Catalogs/MI-Visalia/Administrative-Specialist/Gedt.html>



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