



Upskilled Pathway

Administrative Support



Pathway Overview

This pathway includes three programs: **Excel**, **Word**, and **PowerPoint**. These programs equip participants with the skills and knowledge to excel in administrative support roles.

Why Choose Us

- ✔ Online access 24/7
- ✔ Can be completed in 90 days or less
- ✔ Full Certification Pathway Courseware to exam-ready



Online Courseware

LearnKey's comprehensive courseware includes videos, labs, pre and post-assessments, and project workbook activities.



Test Prep

Performance-based assessment and test preparation tools help individuals achieve certification credentials.



Exam Vouchers

Vouchers and remote proctoring services are used to validate your skills to earn a globally recognized certification.



ProScan® Survey

This survey assesses a person's basic and preferred work styles with 96% accuracy and provides insightful information about strengths and potential blind spots.