

Frequently Asked Questions Professional Business Specialist Program

1. How long is the program?

PBS is an 8-month full-time program that runs Monday through Thursday from 8:30am - 3:30pm.

2. Is there funding available?

Funding is available for qualified students. Contact our financial aid department for more information.

3. What certifications will I receive?

Completers of the program will be able to test for Microsoft Office Specialist (MOS) 2010, Quickbooks Pro 2011, and Office Proficiency Assessment Certification (OPAC) exams.

4. Is there job placement?

Students attend a 200-hour internship as part of the program requirements. This internship may lead to a job and is a great reference/networking resource. EHOVE also offers a Career Link service through our website.

5. How do I enroll in the class?

The first step in the application process is a Career Test pre-entrance exam. Dates and times are included in the information packet available and in our catalog.