OFFICE SUPPORT FUNDAMENTALS: ADVANCED

Students will learn basic office assistant, receptionist and clerical skills with an emphasis on office technology, computers, communication, ethics, and document formatting. Upon completion of the program, students will earn a certificate of completion.

Program Student Learning Outcomes

- Student will effectively work in an office environment as a part of a team while effectively interacting individually with co-worker(s) and supervisor.
- Student will effectively work with a diversity of people in an office setting while providing effective customer service to the public.
- Student will effectively navigate computer technology and create accurate documents such as e-mails, memos and letters.

Code	Title	Units
NC 200	INTRODUCTION TO BASIC KEYBOARDING	8
NC 198	INTRODUCTION TO BASIC MICROSOFT WORD	8
NC 24	INTRODUCTION TO BASIC MICROSOFT EXCEL SPREADSHEETS	8
NC 185	INTRODUCTION TO BASIC POWERPOINT	8
NC 186	INTRODUCTION TO BASIC BUSINESS ENGLISH	8
NC 187	INTRODUCTION TO OFFICE ASSISTANT AND EMPLOYMENT	8
Total Hours		**48**

Students who complete Office Support Fundamentals: Advanced will earn a certificate of completion. Previous to earning the advanced certificate of completion, students will also have an opportunity to earn additional certificates of completion in Office Support Fundamentals: Beginning and Intermediate.