

# OFFICE SUPPORT FUNDAMENTALS: BEGINNING

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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 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 185	INTRODUCTION TO BASIC POWERPOINT	8
<b>Total Hours</b>		<b>24</b>

Students who complete Office Support Fundamentals: Beginning will earn a certificate of completion and then be able to continue with Office Support Fundamentals: Intermediate and earn a certificate of completion.

Upon completion of both Beginning and Intermediate, students will also earn the third certificate of completion for Office Support Fundamentals: Advanced.