

OFFICE SUPPORT FUNDAMENTALS: BEGINNING

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
Total Hours		24

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.