



Office Skills

OFFICE SKILLS provides students with the knowledge and skills necessary to perform daily functions in an office setting. A computer laboratory offers opportunities for students to enhance their computer skills and learn the basics of Microsoft Office Suite. Students also perform data entry and record keeping duties. The curriculum is adapted to meet the student's individual needs.

Work Environment

Office workers need to be organized, efficient and have good communication skills. Industry-ready employees may work in small office settings or corporations. Workers may function on an individual basis as well as participate in group projects.

Course Outline:

- Basic Job Etiquette
- Job Search Skills
- Keyboarding
- Filing Skills and Applications
- Calculator Operations
- Computer Literacy
- Record Keeping
- Data Entry
- Banking Procedures
- Communication Skills: Written and Verbal
- Photocopying
- Mail Room Operations