
Office Assistant Certificate Program

Prerequisite:

No computer experience required

Instructor

Cindy Wagner

School Phone

805-497-2761

Class Dates

Room Location

Room 9

Overview:

You've read the ads for Office Assistant jobs. Now get the skills!

Class Resources and Recommended Books:

Each student will receive useful handouts. Suggested books for further study will be recommended in class

Bring These Items To Class Daily:

- Pen or Pencil and note pad

Instructional Procedure:

The Instructor will lecture while demonstrating various computer basic techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

Class Topics

- Digital File Management
- Working with attachments
- Communicating and organizing with Outlook
- Review of business math
- Keyboarding
- Newsletters
- Word Basics
- Customer Service
- Filing techniques
- Invoices
- Excel Basics
- Job Prep