

Customer Service Representative

Course Duration: 6 weeks

Class Hours: 70

Course Cost: \$1665

Course Description: This course prepares the student for any entry level customer service position. Student will learn computer essentials (including typing) that will be required in most any customer service position. Student will also have three soft skills classes important in the service industry. Classes can be added or removed from this course to customize experience for student.



Computer Skills		Business Soft Skills	
1	Word Level 1	1	Customer Service
2	Excel Level 1	2	Business Grammar
3	Outlook Level 1	3	Business Writing
4	Outlook Level 2		
5	Access Level 1		
6	Windows File Management		
7	Typing		

Upcoming Dates: October 11th-November 19th