

## Office Manager

**Course Duration:** 6 weeks

**Class Hours:** 161

**Course Cost:** \$4455

**Course Description:** This course prepares students for a position as an Office Manager or Executive Assistant. Student will learn all the essential skills for managing the day-to-day operations of any business office. Classes can be added or removed to this program as needed to fit the needs of the student.



Computer Skills		Business Soft Skills	
1	Word Level 1	1	Customer Service
2	Word Level 2	2	Business Grammar
3	Word Level 3*	3	Business Writing
4	Excel Level 1	4	Working in the Office
5	Excel Level 2	5	Time Management
6	Excel Level 3*	6	Business Math
7	Outlook Level 1	7	Conflict Management
8	Outlook Level 2		
9	Publisher Level 1		
10	PowerPoint Level 1		
11	PowerPoint Level 2		
12	Access Level 1		
13	Windows File Management		
14	QuickBooks Level 1		
15	QuickBooks Level 2		
16	Typing		

\*Classes can be substituted for other high level computer classes such as Access 2 or FrontPage 1 or 2.

Upcoming Dates: October 11<sup>th</sup>-November 19<sup>th</sup>