

GENERAL OFFICE SKILLS

Certificate of Completion

#37444

An introduction to the various general office and administrative support jobs. Training and skill building in filing systems and procedures, proofreading, telephone techniques, faxing, emailing, electronic calendaring of events, appointments and meetings, memos, and business letters. Essential topics include word processing, spreadsheets, database management, and presentation software.

Program Learning Outcomes

- Students will be prepared to enter into entry level administrative assistant and general office jobs.
- Students will be employed or actively seeking employment in the field or a related field.
- Students will demonstrate job readiness skills.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.

Required Courses

Course Prefix	Course Name	Units
VOC CSB15	Microcomputer Applications	
VOC CS41	Office Management Skills	
BS ABE05	Career Development	
or BS CNSL5	Career and Life Planning for ESL	