



Office Skills

OFFICE SKILLS develops the skills and knowledge of office work in the field of business. Students learn general office and business skills as well as administrative operations. Computer skills are taught and mastered. A computer laboratory enables students to become computer literate and learn the basics of Microsoft Office Suite. The students also learn data entry and record keeping. The curriculum is adapted to meet the students individual needs.

Work Environment

Graduates from this program seek employment in offices and corporations. Workers may function on an individual basis as well as participate in group projects.

Career Opportunities:

File Clerk
Mail Clerk
General Clerk
Data Entry Specialist
Sales Clerk
Shipping and Receiving Clerk
Order Filler
Data Processor
Inventory Clerk
Receptionist
Telemarketer

Employment Outlook

Small offices, banks, insurance companies, retail stores, mail rooms, and entry-level jobs in large corporations always need the skills related to this curriculum. Employees work in every sector of the economy of both private and public industries.

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

Consider these Courses at Tech

- Computer Technology for Business
- Life Skills*
- Retailing*

All placements are based upon individual needs and approval from the district and parent/guardian.

*Smaller class size.