



# 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:

Stock Clerk  
File Clerk  
Mail Clerk  
General Clerk  
Credit Card Clerk  
Data Entry Clerk  
Coding Clerk  
Work Processing Aide  
Sales Clerk  
Shipping and Receiving Clerk  
Order Filler  
Data Processor  
Inventory Clerk

## 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
- Reprographics
- Mail Room Operations

## Consider these Courses at Tech

- Admin. Assistant/ Office Technology
- Retailing\*
- Web and Internet Technology

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

\*Smaller class size.