

Office Technology



A complete Postsecondary Certificate program to prepare individuals for clerical, administrative, or similar careers, custom designed to help obtain entry level or higher positions in various fields.

Certificate program includes 132 class hours in the following courses:

1. Customer Service
2. Microsoft Word Level I
3. Keyboarding
4. 10 Key Mastery
5. Microsoft Excel Level I

6. Choose any TWO of the following course electives:
 - Practical Business Procedures (includes Call Center Training, Office Equipment, and Reception Desk Management)
 - Introduction to Computers
 - Cash Management/Cashier
 - Window 10
 - Word Level II or III
 - Excel Level II or III
 - QuickBooks Level I or II
 - Business Communication - Grammar
 - Business Communication - Composition
 - Business Correspondence Level I or II

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