



# WESTERN PIEDMONT COMMUNITY COLLEGE

## OFFICE CLERICAL SKILLS

This training prepares individuals for positions in administrative support careers. Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills. Upon completion, students would qualify for employment in a variety of positions in business, government, and industry. Job classification range from entry-level to supervisor to middle management.

### Class Schedule

<u>Class</u>	<u>Date</u>	<u>Time</u>		<u>Cost</u>	<u>Course #</u>
General Office Practices	Feb 1—Mar 10	8 am—12 pm	MWF	\$ 175	20236
Grammar for the Workplace	Apr 6—May 11	9 am—12 pm	TTh	\$ 120	20237
Microsoft Word Beginning	Feb 9 —Mar 4	9 am—12 pm	TTh	\$ 65	20181
Microsoft Excel Beginning	Mar 9—Apr 1	9 am—12 pm	TTh	\$ 65	20179
Notary Public	Apr 20 -Apr 22	6 pm— 9 pm	TTh	\$ 65	20159
Adobe Acrobat Introduction	Mar 9 —Apr 1	1 pm—4 pm	TTh	\$ 65	20166
Working w/ Digital Media Files	Mar 15—Apr 14	9 am—12 pm	MW	\$ 65	20170`
Employability Skills, Career Olympics, WorkKeys, CRC	Apr 26—May 28 Test	1 pm—4 pm	MWF F	\$ 120 \$ 30	20235

All classes are held on the Western Piedmont Community College and the Foothills Higher Education Center campuses.

Registration takes place every Tuesday 8:00am-12:00pm AND 1:00pm-5:00pm at the Jim A. Richardson Campus 200 East College Drive, Morganton.



For More Information Contact:  
Connie Brockland: 828-448-6721



[www.wpcc.edu](http://www.wpcc.edu)

WPCC complies with the Americans with Disabilities Act and will make every effort to honor reasonable requests made by individuals with qualifying disabilities. Accommodations must be requested three (3) business days in advance of school events or activities through the Disability Office, room 103 Hildebrand Hall or call 828-448-3153.