
Office Manager Certificate Package

This class is intended for everyone. No computer or work experience required.

Instructors

Chris Hague
Kimberly Tash
Diane Folsom

School Phone

805-497-2761

Room Location

Please go to Room 9
your first day of class

Overview:

Get the best job by having the most skills! This certificate package includes:

Class Resources and Recommended Books:

Students enrolled in the Office Manager certificate package receive a Microsoft Office Specialist and a QuickBooks User Pro exam voucher!

Students also receive a flash drive, QuickBooks textbook, e-textbooks for Word, Excel, Outlook, and PowerPoint, online learning resources, a subscription to videos for home study, and access to our on-campus Test & Study Center. A free trial of QuickBooks is also included!

Bring These Items To Class Daily:

- Flash drive, pen or pencil, and note pad

Instructional Procedure:

The Instructor will lecture while demonstrating various computer basic techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

Classes Included

Class outlines for each class included in this package will be distributed in classes and are available on our website.

- Essential Career Skills
- Job search skills classes
- Word
- Outlook
- Excel
- PowerPoint
- QuickBooks
- Accounting Basics for QuickBooks
- QuickBooks pretest
- Microsoft Office Specialist pretest
- Microsoft Office Specialist Exam
- QuickBooks User Pro Exam