

PONTIS COMMUNITY SERVICES



PCS eLearn

OFFICE MANAGER ASSISTANT

This Office Management Assistant course provides students with the foundational knowledge and practical skills required to excel as an Office Management Assistant. Students will learn the core principles of office administration, develop proficiency in essential software applications, master effective communication and organizational techniques, and gain an understanding of key office procedures.

COURSE SCHEDULE

Course Schedule – This is a template for administration purposes, the course scheduler can change according to time of admission, availability of courses, and number of hours taken by the student.

Term I (6-weeks)

ENG 101 - Introduction to Business Writing	3 credit hours
INF 105 - Digital Literacy I (Microsoft Word)	3 credit hours
Total	6 credit hours

Term II (6-weeks)

INF 106 - Digital Literacy II (Microsoft Excel)	3 credit hours
MGMT 101 - Office Management I	3 credit hours
Total	6 credit hours

Term III (6-weeks)

MAT 105 - Mathematics with Business Applications	3 credit hours
MGMT 201 - Office Management II	3 credit hours
Total	6 credit hours

Term IV (6-weeks)

ACC 101 - Introduction to Bookkeeping	3 credit hours
MGMT 245 - Office Management III	3 credit hours
Total	6 credit hours

COURSE DESCRIPTIONS

ACC 101 Introduction to Bookkeeping. (3) Introduction to Bookkeeping course is the ideal starting point for future business leaders, accountants and entrepreneurs. You don't need any previous knowledge of accounting. This course will help you: Learn about business transactions, the banking system and double entry bookkeeping, prepare payroll and ledger accounts and understand reconciliation and preparing the trial balance.

ENG 101 Introduction to Business Writing. (3) Introduction to Business Writing introduces foundational knowledge of what business report writing is and leverage effective writing tools to create contract proposals, business plans, executive summaries, recommendation reports, and internal business communications.

INF 105 Digital Literacy I (Microsoft Word). (3) Microsoft Word course will teach students how to use Microsoft Word to create documents, spreadsheets, charts, and graphs. Students also learn how to use formatting tools and create business letters and mail merge.

INF 106 Digital Literacy II (Microsoft Excel). (3) Microsoft Excel course will teach students how to use Microsoft Excel, a spreadsheet and data processing program, to create spreadsheets, budgets, charts, graphs, and formulas. Some courses also teach students how to use other Microsoft Office programs like Word and PowerPoint.

MAT 105 Mathematics with Business Applications. (3) This course integrates algebraic concepts, proportions, percents, simple interest, compound interest, annuities, and basic statistics with business/consumer scenarios. It also applies math concepts to the purchasing/buying and selling processes.

MGMT 101 Office Management I . (3) This course has been designed to provide learners with an insight into learning key skills to work within an office in a more senior management role. From discussing communication skills to your role as the office manager, this course will discuss key concepts related to successful office management.

MGMT 201 Office Management II . (3) This course has been designed to provide learners with an insight into learning key skills to work within an office in a more senior management role. From discussing communication skills to your role as the office manager, this course will discuss key concepts related to successful office management.

MGMT 245 Office Management III . (3) This course has been designed to provide learners with an insight into learning key skills to work within an office in a more senior management role. From discussing communication skills to your role as the office manager, this course will discuss key concepts related to successful office management.