

**PONTIS COMMUNITY SERVICES**



**PCS eLearn**

# CONSTRUCTION OFFICE ASSISTANT COURSE

Construction Office Assistant Course is a job-ready training program that prepares students for entry-level administrative roles in construction companies. Learn construction office workflow, professional communication, document tracking, scheduling support, and basic billing paperwork using real-world templates and digital tools.

## 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.

CONA 101 - Introduction to Bookkeeping (3 Weeks)

CONA 105 - Construction Office Management (3 Weeks)

CONA 110 - Introduction to Business Writing (2 Weeks)

CONA 115 - Mathematics with Business Applications (2 Weeks)

CONA 120 - Digital Literacy for Construction

***TOTAL FOR COURSE COMPLETION - 10 WEEKS***

***LIVE VIDEO LECTURE EACH WEEK (3HRS)***