

PONTIS COMMUNITY SERVICES



PCS eLearn

CONSTRUCTION OFFICE ASSISTANT

This Construction Office Assistant course is designed to equip you with the essential skills to streamline operations, enhance productivity, and create a thriving office environment. You'll learn to balance administrative tasks and optimize resources for maximum efficiency. Completion of this course will permit the student to take the exam in "Certificate in Office Management" offered by NACPB.

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
CMGMT 101 - Construction Office Management I	3 credit hours
Total	6 credit hours

Term III (6-weeks)

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

Term IV (6-weeks)

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

TOTAL FOR CERTIFICATE COMPLETION

24 CREDIT HOURS

SEPARATE WEBINARS OFFERED AFTER COURSE COMPLETION

Webinar 1 - NACPB (National Association of Certified Public Bookkeeping) – Exam Prep I – 3 hours

Webinar 2 - NACPB (National Association of Certified Public Bookkeeping) – Exam Prep II – 3 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 merges.

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.

CMGMT 101 Constrecton Office Management I . (3) This course has been designed to provide learners with an insight into learning key skills to work within a constructon 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.

CMGMT 201 Construction Office Management II . (3) This course has been designed to provide learners with an insight into learning key skills to work within a construction 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.

CMGMT 245 Construction Office Management III . (3) This course has been designed to provide learners with an insight into learning key skills to work within a construction 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.