



Office Professional Certificate

Class hours: 150

Cost: \$2999

The Office Professional Certificate will prepare you to work in a variety of office positions with varying levels of responsibility. You will develop good work attitudes and habits, professional and ethical work behavior and office skills. Students will learn essential employability skills such as communication skills, conflict resolution, generational differences, and business writing. Students will also work through office simulation activities that place them working in an office environment and completing the tasks of an administrative assistant. Computer skills covered will include Microsoft Word, Excel, PowerPoint, and Outlook. Employment opportunities include administrative/executive assistant, office manager, desktop publisher, customer service assistant, data-entry specialist, receptionist, computer operator, medical front office assistant, medical transcriptionists and legal secretary.

Contact Holly for more information 717-780-1179 or hblukens@hacc.edu.