

# Front Office Support

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Location:

Highland  
Rose Park

Program Hours:

240

Application Fee:

\$40.00

Total Tuition:

\$420.00

Total Lab Fee:

\$30.00

Books/Supplies:

\$102.00

Financial Aid:

VA

Information current at time of printing.

Many businesses need office support and beginning secretarial staff to help complete day-to-day tasks. Employees who have been trained in basic business skills can be a strong asset to a wide range of companies. The Front Office Support program provides foundational training in basic business practices and operations, preparing you for employment in a variety of organizational settings. This program focuses on developing basic keyboarding and computer skills, basic math skills, use of computer applications, and use of business machines.

### Occupations in this Area

For state and national occupation information, visit <http://online.onetcenter.org/find/and> enter the following O\*Net code(s):

- 43-9061.00 General Office Clerks

### COURSES & HOURS

KBA1 0001 Keyboarding Basics	30
KBA1 0110 Computer Literacy	90

**Choose at least 120 hours:**

KBA1 0010 Keyboarding I	60
KBA1 0020 Business Calculations	60
KMTH 0010 Math I	60
KBA2 0180 E-mail Client (MS Outlook)	60
KBA1 0130 Word Processing App. I	90
KBA1 0140 Spreadsheet Applications I	60

**Total Program Hours 240**