



## Office Assistant Technical Diploma - Summer Semester 2010

Office Assistant prepares students for office positions. Skills are developed in word processing, spreadsheets, presentation graphics, machine transcription, telephone, records management, office procedures, and keyboarding. Credits earned in this program can apply to the Software Level 1 and/or Software Level 2 Certificates and the Administrative Assistant Associate Degree Program.

CLASS #	CLASS TITLE	CATALOG #	MODE	DATES	DAY	TIME	LOCATION	CREDITS
52226	Keyboarding Speed Building 1	10-106-107	SP	06/01-08/05	TR	06:00-08:00p	Niagara Regional Center	1
52227	Keyboarding Speed Building 2	10-106-112	SP	06/01-08/05	TR	06:00-08:00p	Niagara Regional Center	1
52225	Micro: Windows Intro	10-103-111	SP	06/01-08/05	TR	06:00-08:00p	Niagara Regional Center	1
52240	Micro: Word Intro	10-103-121	SP	06/01-08/05	TR	06:00-08:00p	Niagara Regional Center	1
52241	Micro: Word Part 2	10-103-122	SP	06/01-08/05	TR	06:00-08:00p	Niagara Regional Center	1
52238	Micro: PowerPoint Intro	10-103-151	SP	06/01-08/05	TR	06:00-08:00p	Niagara Regional Center	1
52234	Micro: Excel Intro	10-103-131	SP	06/01-08/05	TR	06:00-08:00p	Niagara Regional Center	1
52235	Micro: Excel Part 2	10-103-132	SP	06/01-08/05	TR	06:00-08:00p	Niagara Regional Center	1
52237	Micro: Outlook	10-103-160	SP	06/01-08/05	TR	06:00-08:00p	Niagara Regional Center	1
51668	Math w/Business Apps	10-804-123	VA	06/07-08/02	M	01:00-05:00p	Niagara Regional Center	3
51510	Written Communication	10-801-195	VA	06/09-07/28	W	01:00-05:00p	Niagara Regional Center	3

**Mode Key: B - Blended VA - Video Accelerated VC - Video Conference IA - Interactive Accelerated P - In Person SP - Self Paced**

**Open registration begins April 14th**

For more information or to register for these classes, call the Niagara Regional Center toll free: (866) 528-5883  
or visit our website at [WWW.NWTC.EDU](http://WWW.NWTC.EDU)