



Office Professional Technical Diploma - Fall Semester 2010

Office Professional 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 Professional Associate Degree Program.

CLASS #	CLASS TITLE	CATALOG #	MODE	DATES	DAY	TIME	LOCATION	CREDITS
82326	Admin Business Procedures 1	10-106-126	B	08/16-12/06	M	01:00-04:00p	Niagara Regional Center	2
83356	Keyboard - Speed Building 1	10-106-107	SP	08/18-11/17	T,W	*	Niagara Regional Center	1
83357	Keyboard - Speed Building 2	10-106-112	SP	08/18-11/17	T,W	*	Niagara Regional Center	1
83361	Micro: Excel - Intro	10-103-131	SP	08/18-11/17	T,W	*	Niagara Regional Center	1
83362	Micro: Excel - Part 2	10-103-132	SP	08/18-11/17	T,W	*	Niagara Regional Center	1
83364	Micro: Outlook	10-103-160	SP	08/18-11/17	T,W	*	Niagara Regional Center	1
83365	Micro: PowerPoint - Intro	10-103-151	SP	08/18-11/17	T,W	*	Niagara Regional Center	1
83355	Micro: Windows - Intro	10-103-111	SP	08/18-11/17	T,W	*	Niagara Regional Center	1
83367	Micro: Word - Intro	10-103-121	SP	08/18-11/17	T,W	*	Niagara Regional Center	1
83368	Micro: Word - Part 2	10-103-122	SP	08/18-11/17	T,W	*	Niagara Regional Center	1
82360	Proofreading/Editing Essen 2	10-106-132	VC	08/19-12/16	R	08:30-11:30a	Niagara Regional Center	2
82332	Records Management	10-106-152	VC	08/19-12/16	R	01:00-04:00p	Niagara Regional Center	2
82592	Written Communication	10-801-195	VA	08/19-10/07	R	05:30-09:30p	Niagara Regional Center	3
84653	Math w/Business Apps	10-804-123	VA	08/24-10/12	T	05:30-09:30p	Niagara Regional Center	3
84647	Written Communication	10-801-195	VC	08/25-12/15	W	01:00-04:00p	Niagara Regional Center	3
82369	Proofreading/Editing Essen 1	10-106-131	B	08/30-12/13	M	01:00-04:00p	Niagara Regional Center	3

Mode Key: B - Blended VA - Video Accelerated VC - Video Conference IA - Interactive Accelerated P - In Person * SP - Self Paced: Lab hours are
Open registration begins June 22nd **Tue: 02:00-04:00pm & Wed: 06:00-08:00pm**
 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