



Basic or Advanced Office Skills Work Option

Basic Office Skills

Basic Office Skills introduces students to entry level skills for working in an office environment. Through both class led and self-directed study participants will learn:

- Basic computer skills
- Touch typing
- Alphabetical filing
- Reception

Advanced Office Skills

Advanced Office Skills is designed to help those who have been away from the work force upgrade their technological skills, specifically, computer applications. Participants must be employment ready and have past training and or experience in the administrative field.

“I highly recommend the Options Work Activity Program to anyone seeking to acquire the confidence to be gainfully employed. The staff at Options is equipped to identify and attend to the individual needs of each of the participants in a professional and personable manner that put the participants at ease and sets the pace for their personal learning curve.”