

Professional Office Skills



Date: TBD

Time: TBD – 42 training hours

Location:

State Fair Community College
3201 W. 16th St.
Sedalia MO.

Cost: \$1500

The SFCC Professional Office Skills Training Program is a program specifically designed for individuals seeking first-time entrance or re-entry in to the professional workplace. The following outline details the individual skills and modules which would be learned throughout the training program:

- Workplace Computer Skills Certificate – The Workplace Computer Skill Certificate is a step by step process of learning the latest basic computer skills that are a must in the workplace today! Programs of focus include but are not limited to Microsoft Word, Excel, Outlook, PowerPoint and Publisher.
- National Career Readiness Certificate – The ACT National Career Readiness Certificate (ACT NCRC) is an assessment-based credential powered by ACT WorkKeys®. Issued at four levels, the ACT NCRC measures and certifies the essential work skills needed for success in jobs across industries and occupations.
- Leadership and Soft-Skill Training: Emotional Intelligence, Critical Thinking, Time Management, Customer Service, Social Media Marketing for Business, Effective Communication, Business Writing, QuickBooks

CONTACT US

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