

# ENROLL NOW!



ONLINE COURSE

## ADMINISTRATIVE OFFICE ASSISTANT COURSE RETURNS THIS FALL!

**BUS V94**

**BUSINESS OFFICE SKILLS FOR EMPLOYMENT**

**CRN: 70857    MEETING TIME: MON. 10:00 - 11:15    CREDITS: 4    DATES: 9/11 - 12/01**

*This course is a requirement for the Administrative Office Assistant Certificate of Achievement. Develop customer service techniques, listening and communication skills, filing, telephone and basic computer skills. Time management and conflict resolution will also be covered.*



**FOR MORE INFORMATION:**



**Crystal Kallik**

Business Department Chair  
(805) 289-6594  
ckallik@vcccd.edu



[venturacollege.edu/administrative-assistant](https://venturacollege.edu/administrative-assistant)

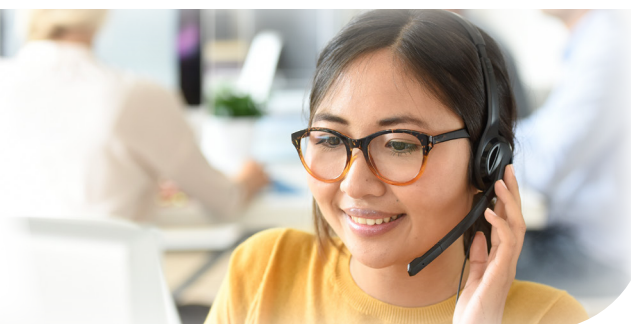
# ENROLL NOW!



## OPEN ADMINISTRATIVE OFFICE ASSISTANT COURSES FALL 2023

CRN:	COURSE:	UNITS:	DATES:
72445	BUS V61 - Microsoft Word	3	10/09/23 - 12/01/23
70415	BUS V64 - Computer Fundamentals & Productivity Tools	2	09/11/23 - 12/01/23
70701	BUS V45 - Business Communications	3	08/14/23 - 12/15/23
70943	BUS V45 - Business Communications	3	08/14/23 - 09/15/23
70314	BUS V45 - Business Communications	3	09/11/23 - 12/01/23
70564	BUS V32 - Human Resource Management	3	09/11/23 - 12/01/23
72445	BUS V62 - Microsoft Excel	3	09/11/23 - 12/01/23
70857	BUS V94 - Office Skills for Employment	4	09/11/23 - 12/01/23

**Learn critical skills &  
work towards your A.O.A.  
Certificate of Achievement!**



### FOR MORE INFORMATION:



**Crystal Kallik**  
Business Department Chair  
(805) 289-6594  
ckallik@vcccd.edu

