Office Administration

Today’s office environment is no longer confined by space or time. Traditional management hierarchies have evolved into a web of networks requiring a new way to communicate, facilitate, document and organize. If you want to stay ahead of the curve, you can’t go old school. Welcome to the Virtual Campus of Montgomery County Community College. We’re driven by a new school perspective, employing a virtual education format that mirrors the virtual realities of the modern business world.

In as little as one year, you can get certified, and, more importantly, be qualified to manage today’s new office realities. In addition to gaining extensive knowledge of the latest software applications and processes, the Virtual Campus’ expert faculty will give you personalized attention and share their real-world business experience – to give you the confidence to thrive in today’s competitive business environment.

For additional information contact:
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Office Administration
(Certificate)

Thanks to technology’s huge influence on business, office administration positions have evolved to managing crucial information and communications. Apply to our new Office Administration Certificate program and soon you can find yourself in high demand in the job market.

Our certificate in Office Administration will prepare you for work in such roles as:

- Administrative assistant
- Marketing assistant
- Medical secretary
- Project coordinator
- Office/facilities manager
- Executive assistant
- Receptionist
- Customer service representative
- Front desk coordinator
- Software trainer

Our 30-credit Office Administration Certificate program will give you the skills and knowledge essential to obtain an administrative support position in an office environment. Classes include:

- Writing for Business/Industry
- Business Mathematics
- Microsoft Word I and II
- Desktop Publishing
- Computer Information Systems for Management
- Office Procedures I
- Integrated Office Software Application
- Proofreading and Editing
- Decision-Making Using Spreadsheets

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The Virtual Campus — Education Reimagined

If you want to further your education or advance your career, the Virtual Campus of Montgomery County Community College can help. We currently offer four certificate programs in a variety of areas of study — all with convenient online delivery that accommodates busy students and professionals.