Learn Office Skills at New River Community and Technical College

[BECKLEY, WV] You can learn or refresh your office skills in the many different office skills courses offered by at New River Community and Technical College at its five locations in Beaver, Beckley, Bluefield, Lewisburg, and Summersville.

“Students can take an individual course or two, or they earn a certificate or degree in one of several programs. All of our office skills courses earn college credit,” explained Lizabeth Rogers, associate professor at the Greenbrier Valley Campus in Lewisburg.

Students can earn an associate of science degree in Professional Office Systems Technology, Medical Assisting, Legal Assisting, or General Business, or they can choose to complete a technical certificate in Technical Office Procedures and Skills, Legal Office Assisting, or Medical Insurance Billing and Coding. Another option is to complete a shorter skill set certificate in Accounting Data Entry Clerk, Banking and Financing Fundamentals, Certified Customer Service Specialist, Medical Machine Transcriptionist, Receptionist, or Computer Software Applications Specialist.

“Some of our most popular courses are those where students can learn computer skills,” says Bruce Sneidman, professor at the Bluefield Campus. “Students can take Microsoft Word and Internet, Microsoft Excel, Microsoft Access, Desktop Publishing and Presentations, and Web Programming online or in person at any of our campus
locations. In addition, students can learn to keyboard in our Keyboarding/Document Processing I class, or build their skill in the more advanced Keyboarding/Document Processing II course."

“Students tell me that they particularly find our course titled ‘Career and Professional Development’ important in these tough economic times,” says Margaret LeRose, instructor at the Nicholas County Campus in Summersville. “In this course, students study all aspects of the job seeking and job keeping processes. The course culminates with a mock interview and portfolio and resumes preparation.”

Other office courses offered this semester include Records Systems, Office Accounting, Machine Transcription, Business and Electronic Communications, Office Internships and Seminars, and Office Practice and Administration.

Classes for the spring semester begin Jan. 20, but late registrations will be accepted through Jan. 26. For more information, visit the New River website at www.newriver.edu or drop by or call the campus nearest you. The Beckley Campus is located at 167 Dye Drive in Beckley (304) 252-5812; Bluefield Campus, 219 Rock Street in Bluefield (304) 327-4071; Greenbrier Valley Campus, 101 Church Street in Lewisburg, 304- 647-6560; or the Nicholas County Campus, 6101 Webster Road, Summersville, 304-872-1236. Classes are also offered at the Public Higher Education Center in Beaver.

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