NEW RIVER PROGRAM PREPARES GRADUATES FOR EMPLOYMENT AS OFFICE PROFESSIONALS

Behind every successful businessman, doctor, lawyer, accountant, minister, non-profit organization, psychologist, insurance office, or hotel/motel operation, there is a staff of office managers, secretaries, administrative assistants, receptionists, file clerks, mail clerks, bookkeepers, and record keepers. New River Community and Technical College Greenbrier Valley Campus has a long history of training those workers through the Professional Office Systems Technology, or POST program.

“We have a nearly 100 per cent placement rate for graduates of the POST program. With the various businesses, offices, and resort hotel/motel facilities, we have a constant demand for good, well-trained professionals who can handle the modern technology needed in businesses today,” explained Lizabeth Rogers, associate professor of Business.

This fall POST program students can explore Keyboarding and Document Processing; Text Editing Rules and Applications; Office Accounting; Machine Transcription; and Office Practice and Administration.

In addition, related classes in Principles of Accounting I, II; Intermediate Accounting I; Tax for Personal and Business Making Decisions; Grants and Grant Writing; Introduction to Business; Quantitative Methods; Microsoft Word and the Internet; Business Law and Legal Environment; Desktop Publishing and Presentation; Business and Electronic Communication; Microsoft Excel, and Career and Professional Development are also being offered. Computer-related courses such as Microsoft Office Applications; Introduction to Networking-Network+; Microcomputer Maintenance and Repair; PC Software Applications; and Windows Operating Systems are classes scheduled this fall.

And, for those seeking employment in the legal field, New River GVC is offering Introduction to Legal Assisting; Administrative Agency Advocacy; Business Organization and Government Regulation; and Estate
Planning and Probate Administration.

“We welcome any suggestions from our Greenbrier Valley/Alleghany Highland business community on how we can improve our training for their staffs. I know some businessmen who go so far as to provide funding for staff members who come to us for training to meet the specific needs of their office,” Rogers added.

Fall classes begin August 17. General registration is scheduled for August 13 and 14. For information about POST and related areas of study, telephone 304-647-6560 or write or visit the Greenbrier Valley Campus at 101 Church Street, Lewisburg, 24901.

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