



























## The Purple Track OFFICE SUPPORT

-  Getting Started--Administrative Support
-  Overview to Effective Business Communication
-  Using Effective Business Communication
-  Administrative Functions
-  Advancing Your Administrative Career
-  Behavior: Putting Your Best Foot Forward
-  Asserting Yourself Professionally [Complete Any1]
-  Punctuating with Skill
-  Optimizing E-mail at Work
-  Effective Telephone Techniques
-  Advancing Service Expertise [Complete Any1]
-  Confrontation & Conflict [Complete Any1]
-  Difficult Service Situations [Complete Any1]
-  Managing Challenges in Customer Service
-  Accounting Fundamentals
-  Reasons Why Diversity Matters [Complete Any1]
-  Leadership and the Knowledge Worker
-  Leading Change from the Front Line
-  Finding Your Life Balance
-  Basic Business Skills to Get You on the Fast Track
-  The Boss Factor
-  Improving Your Image
-  Elective Course Requirement
-  In-person Training Requirement

### ENROLLMENT INSTRUCTIONS

Login @ <http://slcc.skillport.com>

Click  *Catalog*

Click  *SLCC Professional Development Certification Tracks*

Click  *Enroll to get started.*

Click  *Launch to begin a course.*

### Technical Support 24x7

(866) SKL-HELP

### Track Learning Program Questions

(801) 957-4763

