

## Administrative Assistant

**Course Duration:** 6 weeks

**Class Hours:** 119

**Course Cost:** \$3350

**Course Description:** This course prepares students for a position as an Administrative Assistant or Office Assistant. Student will learn the computer programs that are essential in any office as well as soft skills required to work in an office environment. Classes can be added or removed from this course to customize experience for student.



Computer Skills		Business Soft Skills	
1	Word Level 1	1	Customer Service
2	Word Level 2	2	Business Grammar
3	Excel Level 1	3	Business Writing
4	Outlook Level 1	4	Working in the Office
5	Outlook Level 2		
6	Publisher Level 1		
7	PowerPoint Level 1		
8	PowerPoint Level 2		
9	QuickBooks Level 1		
10	QuickBooks Level 2		
11	Access Level 1		
12	Windows File Management		
13	Typing		

Upcoming Dates: October 11<sup>th</sup>-November 19<sup>th</sup>