

**Microsoft Office 2003 Complete Courses** 

We have several different Microsoft Office courses to choose from ranging from the total beginner to a more experienced computer user. All our courses take place on Monday and Wednesday of each week from 9:00 AM to 4:00 PM.

**Quick Core Microsoft Office (4 Week course, 48 hours).....\$1140**

This course is designed for students who are familiar with the computer and are ready to start learning the core most popular Office programs. The eight full day classes in this course are listed below:

1	Microsoft Word Level 1	7	Microsoft Publisher Level 1
2	Microsoft Word Level 2	8	Microsoft PowerPoint Level 1
3	Microsoft Outlook Level 1		
4	Microsoft Outlook Level 2		
5	Microsoft Excel Level 1		
6	Microsoft Excel level 2		

**Upcoming Dates:**

Aug 27-Sep 19  
 Oct 15- Nov 07

**Intro to Microsoft Office Basic (6 week course, 64 hours ).....\$1540**

This course is for the beginner just starting to use the computer and Microsoft Office. The twelve classes in this course are listed below:

1	Basic PC Concepts (half day)	7	Microsoft Outlook Level 2
2	Basic Windows XP Concepts (half day)	8	Microsoft Excel Level 1
3	Using the Internet Level 1	9	Microsoft Excel level 2
4	Microsoft Word Level 1	10	Microsoft Publisher Level 1
5	Microsoft Word Level 2	11	Microsoft PowerPoint Level 1
6	Microsoft Outlook Level 1	12	Microsoft Office Interoperability & File Management

**Upcoming Dates**

Aug 16-Sep 19  
 Oct 04- Nov 07



**Microsoft Office 2003 Complete Courses**

**Expanded Microsoft Office (6 week course, 72 hours).....\$1720**

This course is designed for students who are familiar with the computer and are ready to start learning every program in the Microsoft Office Professional suite. The twelve full day classes in this course are listed below:

1	Microsoft Word Level 1	7	Microsoft Publisher Level 1
2	Microsoft Word Level 2	8	Microsoft PowerPoint Level 1
3	Microsoft Outlook Level 1	9	Microsoft Office Interoperability & File Management
4	Microsoft Outlook Level 2	10	Microsoft PowerPoint Level 2
5	Microsoft Excel Level 1	11	Microsoft Access Level 1
6	Microsoft Excel level 2	12	Microsoft FrontPage Level 1

**Upcoming Dates:**

Aug 27-Oct 3

Oct 15- Nov 21

**Complete Office Learning Program (8 week course, 96 hours).....\$2240**

This course (our most comprehensive offering) is for the computer beginner who wants to learn every program in the entire Microsoft Office suite. The sixteen classes in this course are listed below:

1	Basic PC Concepts (half day)	10	Microsoft Publisher Level 1
2	Basic Windows XP Concepts (half day)	11	Microsoft PowerPoint Level 1
3	Using the Internet Level 1	12	Microsoft Office Interoperability & File Management
4	Microsoft Word Level 1	13	Microsoft PowerPoint Level 2
5	Microsoft Word Level 2	14	Microsoft Access Level 1
6	Microsoft Outlook Level 1	15	Microsoft FrontPage Level 1
7	Microsoft Outlook Level 2	16	Elective (Access Level 2, FrontPage Level 2, Word Level 3, Excel Level 3)
8	Microsoft Excel Level 1		
9	Microsoft Excel level 2		

**Upcoming Dates**

Aug 16-Oct 3

Oct 04- Nov 21

## Customer Service Representative

**Course Duration:** 6 weeks

**Class Hours:** 70

**Course Cost:** \$1665

**Course Description:** This course prepares the student for any entry level customer service position. Student will learn computer essentials (including typing) that will be required in most any customer service position. Student will also have three soft skills classes important in the service industry. 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	Excel Level 1	2	Business Grammar
3	Outlook Level 1	3	Business Writing
4	Outlook Level 2		
5	Access Level 1		
6	Windows File Management		
7	Typing		

Upcoming Dates: October 5<sup>th</sup>-November 19<sup>th</sup>

**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 5<sup>th</sup>-November 19<sup>th</sup>

**Office Manager**

**Course Duration:** 6 weeks

**Class Hours:** 161

**Course Cost:** \$4455

**Course Description:** This course prepares students for a position as an Office Manager or Executive Assistant. Student will learn all the essential skills for managing the day-to-day operations of any business office. Classes can be added or removed to this program as needed to fit the needs of the student.



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

\*Classes can be substituted for other high level computer classes such as Access 2 or FrontPage 1 or 2.

Upcoming Dates: October 5<sup>th</sup>-November 19<sup>th</sup>