



## Microsoft Office Administrator

To remain competitive in today's workforce, employees must demonstrate a strong working knowledge of many software applications. Harper College's Microsoft Office Administrator digital badge program documents your comprehensive knowledge of key software applications utilized in the business world and benchmarks your skill level to your employer.

**Prerequisites:** Beginning Computer Keyboarding or able to type 20 wpm AND Introduction to Microsoft Windows or equivalent experience

### **Required Courses:**

- LCT0126 Introduction to Word 2016
- LCT0226 Intermediate Word 2016
- LCT0127 Introduction to Excel 2016
- LCT0227 Intermediate Excel 2016
- LCT0128 Introduction to PowerPoint 2016
- LCT0129 Introduction to Access 2016
- LCT0189 Introduction to Outlook 2016
- LCT0150 Digital Communications Skills
- LCT0240 Office Administrator Portfolio Workshop\*

**\*Each student will be required to pass the Microsoft Office Administrator Portfolio Workshop after completing all of the required coursework.**

The Microsoft Office Administrator digital badge program can be completed in one semester.

The Microsoft Office Administrator badge is a component of six Workforce Innovation and Opportunity Act (WIOA) approved programs.

### **You are invited to attend Harper College's Spring 2018 CECT Information Sessions!**

Join us on Wednesday, December 13<sup>th</sup> at 6pm or Wednesday, January, 10<sup>th</sup> at 6pm in suite 2W at the Harper Professional Center in Schaumburg. To reserve a seat, go to [http://goforward.harpercollege.edu/ce/information/info\\_sessions.php](http://goforward.harpercollege.edu/ce/information/info_sessions.php).

Microsoft Office Administrator classes are held at the Harper Professional Center located at 650 E. Higgins Road in Schaumburg.

## Microsoft Office Administrator Spring 2018 Course Schedule

### Introduction to Word 2016 – Tuition \$205, Fees \$35

LCT0126-001 50406	Mon/Wed	1/29 & 1/31	6pm – 9:15pm	HPC123
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### Intermediate Word 2016 – Tuition \$205, Fees \$35

LCT0226-001 50047	Mon/Wed	2/5 & 2/7	6pm – 9:15pm	HPC123
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### Introduction to Excel 2016 – Tuition \$205 / Fees \$35 (choose one)

LCT0127-001 50407	Friday	2/9	9am – 4pm	HPC123
LCT0127-002 50408	Saturday	4/14	9am – 4pm	HPC123

### Intermediate Excel 2016 – Tuition \$205 / Fees \$35 (choose one)

LCT0227-001 50048	Friday	2/23	9am – 4pm	HPC123
LCT0227-002 50049	Saturday	4/28	9am – 4pm	HPC123

### Introduction to PowerPoint 2016 – Tuition \$205, Fees \$35

LCT0128-001 50409	Friday	3/2	9am – 4pm	HPC123
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### Introduction to Access 2016 – Tuition \$205, Fees \$35

LCT0129-001 50410	Monday	3/12	9am – 4pm	HPC123
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### Introduction to Outlook 2016 – Tuition \$205, Fees \$35

LCT0189-001 50041	Friday	3/9	9am – 4pm	HPC222
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### Digital Communications Skills – Tuition \$185, Fees \$35

LCT0150-001 50040	Saturday	4/7	9am – 4pm	HPC123
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### LCT0240-001 50052 Microsoft Office Administrator Portfolio Workshop – Tuition \$255

When you have completed all of your courses, you are ready to take the Microsoft Office Administrator Portfolio Workshop. Demonstrate your newly acquired skills in this project-based assessment and you are on your way to success! Call 847-925-6075 for more information.

### Microsoft Office Administrator Badge Total: \$2,155

The fees include the cost of the textbook and a technology fee.

## Looking for more Microsoft Office training? Try:

### **Advanced Word 2016** – Tuition \$205, Fees \$35

LCT0326-001 50056	Mon/Wed	2/19 & 2/21	6pm – 9:15pm	HPC123
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### **Introduction to Microsoft Sway** – Tuition \$89, Fees \$7

LCT0028-001 50396	Monday	5/7	6pm – 8pm	HPC123
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### **Intermediate PowerPoint 2016** – Tuition \$205, Fees \$35

LCT0228-001 50050	Friday	3/16	9am – 4pm	HPC123
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### **Intermediate Access 2016** – Tuition \$205, Fees \$35

LCT0229-001 50051	Monday	3/19	9am – 4pm	HPC123
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### **Advanced Access 2016** – Tuition \$205, Fees \$35

LCT0329-001 50058	Monday	4/2	9am – 4pm	HPC123
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### **Advanced Excel 2016** – Tuition \$205, Fees \$35

LCT0327-001 50057	Saturday	5/5	9am – 4pm	HPC123
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### **Excel 2016 PivotTables** – Tuition \$205, Fees \$52

LCT0427-001 50061	Saturday	5/12	9am – 4pm	HPC123
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### **Microsoft Office Specialist Certification Self Prep – Word**

50342 LWC0526-600 – Fees \$155

### **Microsoft Office Specialist Certification Self Prep – Excel**

50341 LWC0527-600 – Fees \$155

### **Microsoft Office Specialist Certification Self Prep – Access**

50340 LWC0529-600 – Fees \$155

**Register today!** Call 847-925-6300 or go online at  
<http://goforward.harpercollege.edu/ce/registration/index.php>.