



# Administrative Support Technician

Qualifications: Student must have high school diploma or GED



## Curriculum

This 14 week certificate program is designed to give the student a general understanding and knowledge of office procedures that will prepare them for re-entering the workforce in a variety of administrative office positions. Each student will receive instruction on Microsoft Office Word, Excel and Outlook applications, Principles of Accounting 1, Computerized Accounting ( QuickBooks), Business Communications and Employment Readiness skills.

Each student will prepare and sit for Microsoft Office Specialist (MOS) certifications in Word and Excel, which focus on demonstrating skills using 2016 Microsoft Office and the Windows operating systems. Candidates who pass the certification exam show that they can meet globally recognized performance standards.

## Tuition

- \$4,200.00
- 25 Hours Per Week
- 14 Weeks
- 350 Hours

## Schedule

- Monday-Thursday 8am-2:45pm
- (Schedule is subject to change)

## Text

- Microsoft Word 2016 Introductory & Intermediate-Shelly Cashman Series
- Microsoft Excel 2016 Introductory & Intermediate-Shelly Cashman
- Microsoft Outlook 2016-Introductory-Shelly Cashman Series
- College Accounting Chapters 1-6 Heintz Parry
- College Accounting Study Guide and Working Papers Chapters 1-6 Heintz Parry
- QuickBooks Pro Level 1 Labyrinth Learning
- Essentials of Business Communications-Guffey & Loewy

## Course Schedule

- Weeks 1-3 Introductory & Advanced Microsoft Word (Includes Certification prep and exam)
- Weeks 4-6 Introductory & Advanced Microsoft Excel (Includes Certification and exam)
- Weeks 7 Introduction to Microsoft Outlook
- Weeks 8-10 Principles of Accounting
- Weeks 11 QuickBooks
- Weeks 12-13 Business Communications
- Weeks 14 Resume Prep, Job Search and Interview Skills

For more information, please contact the Lackawanna College Training Institute at (570) 504-1586.