Harper College
Continuing Education

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:
- LCT0013 Introduction to Word 2016
- LCT0029 Intermediate Word 2016
- LCT0014 Introduction to Excel 2016
- LCT0030 Intermediate Excel 2016
- LCT0016 Introduction to Access 2016
- LCT0015 Introduction to PowerPoint 2016
- LCT0021 Introduction to Outlook 2016
- LCT0019 Digital Communications Skills
- LCT0033 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 Fall 2018 CECT Information Sessions!
Join us on Wednesday, August 22 at 6pm in suite 2W at the Harper Professional Center in Schaumburg. Click here or go to www.ce.harpercollege.edu to reserve a seat.

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

Microsoft Office Administrator Fall 2018 Course Schedule

Introduction to Word 2016 – Tuition $195, Fees $35

LCT0013-003	Saturday	9/29	9am – 4pm	HPC123

Intermediate Word 2016 – Tuition $195, Fees $35

LCT0029-003	Saturday	10/6	9am – 4pm	HPC123

Introduction to Excel 2016 – Tuition $195 / Fees $35 (choose one)

LCT0014-006	Monday	10/1	9am – 4pm	HPC123
LCT0014-007	Saturday	11/3	9am – 4pm	HPC123

Intermediate Excel 2016 – Tuition $195 / Fees $35 (choose one)

LCT0030-005	Monday	10/15	9am – 4pm	HPC123
LCT0030-006	Saturday	11/17	9am – 4pm	HPC123

Introduction to Access 2016 – Tuition $195, Fees $35

LCT0016-003	Monday	10/22	9am – 4pm	HPC123

Introduction to PowerPoint 2016 – Tuition $195, Fees $35

LCT0015-003	Monday	10/29	9am – 4pm	HPC123

Introduction to Outlook 2016 – Tuition $195, Fees $35

LCT0021-003	Monday	11/26	9am – 4pm	HPC222

Digital Communications Skills – Tuition $175, Fees $35

LCT0019-003	Saturday	10/27	9am – 4pm	HPC123

LCT0033-001 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: $ 2,075
The fees include the cost of the textbook and a technology fee.

Looking for more Microsoft Office training? Try:

Introduction to Visio 2016 – Tuition $195, Fees $35

LCT0047-001	Thursday	9/20 & 9/27	6pm – 9:15pm	HPC223

Intermediate Visio 2016 – Tuition $195, Fees $35

LCT0048-001	Thursday	10/4 & 10/11	6pm – 9:15pm	HPC223

Advanced Word 2016 – Tuition $195, Fees $35

LCT0037-003	Saturday	10/20	9am – 4pm	HPC123

Intermediate Access 2016 – Tuition $195, Fees $35

LCT032-003	Monday	11/5	9am – 4pm	HPC123

Advanced Access 2016 – Tuition $195, Fees $35

LCT0039-003	Monday	11/19	9am – 4pm	HPC123

Introduction to PowerPoint 2016 – Tuition $195, Fees $35

LCT0031-001	Monday	11/12	9am – 4pm	HPC123

Advanced Excel 2016 – Tuition $195, Fees $35

LCT0038-003	Saturday	12/1	9am – 4pm	HPC123

Excel 2016 PivotTables – Tuition $195, Fees $52

LCT0042-003	Saturday	12/8	9am – 4pm	HPC123

Microsoft Office Specialist Certification Self Prep – Word
LWC0002-003 – Fees $145

Microsoft Office Specialist Certification Self Prep – Excel
LWC0003-003 – Fees $145

Microsoft Office Specialist Certification Self Prep – Access
LWC0004-003 – Fees $145

Register today! Go to https://ce.harpercollege.edu/. Call Continuing Education Registration at 847-925-6300 with any registration questions.