

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 Spring 2019 CECT Information Session!

Join us on Wednesday, January 9th at 6pm in suite 2W at the Harper Professional Center in Schaumburg. 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 Spring 2019 Course Schedule

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

LCT0013-004	Monday	2/4	9am – 4pm	HPC123
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Intermediate Word 2016 – Tuition \$195, Fees \$35

LCT0029-004	Monday	2/11	9am – 4pm	HPC123
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Introduction to Excel 2016 – Tuition \$195 / Fees \$35 (choose one)

LCT0014-008	Saturday	2/9	9am – 4pm	HPC123
LCT0014-009	Monday	4/1	9am – 4pm	HPC123

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

LCT0030-007	Saturday	2/23	9am – 4pm	HPC123
LCT0030-008	Monday	4/15	9am – 4pm	HPC123

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

LCT0016-004	Saturday	3/16	9am – 4pm	HPC123
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Introduction to PowerPoint 2016 – Tuition \$195, Fees \$35

LCT0015-004	Monday	2/25	9am – 4pm	HPC123
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Introduction to Outlook 2016 – Tuition \$195, Fees \$35

LCT0021-004	Monday	4/29	9am – 4pm	HPC222
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Digital Communications Skills – Tuition \$175, Fees \$35

LCT0019-004	Saturday	5/11	9am – 4pm	HPC123
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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

LCT0047-002	Thursday	2/28 & 3/7	6pm – 9:15pm	HPC223
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Intermediate Visio 2016 – Tuition \$195, Fees \$35

LCT0048-002	Thursday	3/14 & 3/21	6pm – 9:15pm	HPC223
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Advanced Word 2016 – Tuition \$195, Fees \$35

LCT0037-004	Monday	2/18	9am – 4pm	HPC123
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Intermediate Access 2016 – Tuition \$195, Fees \$35

LCT032-004	Saturday	3/23	9am – 4pm	HPC123
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Advanced Access 2016 – Tuition \$195, Fees \$35

LCT0039-004	Saturday	4/6	9am – 4pm	HPC123
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Introduction to PowerPoint 2016 – Tuition \$195, Fees \$35

LCT0031-002	Monday	3/11	9am – 4pm	HPC123
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Advanced Excel 2016 – Tuition \$195, Fees \$35

LCT0038-004	Saturday	4/27	9am – 4pm	HPC123
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Excel 2016 PivotTables – Tuition \$195, Fees \$52

LCT0042-004	Saturday	5/4	9am – 4pm	HPC123
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Microsoft Office Specialist Certification Self Prep – Word

LWC0002-004 – Fees \$155

Microsoft Office Specialist Certification Self Prep – Excel

LWC0003-004 – Fees \$155

Microsoft Office Specialist Certification Self Prep – Access

LWC0004-004 – Fees \$155

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