



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 fall 2017 CECT Information Session!

Join us on Wednesday, August 16th at 6pm at the Harper Professional Center in Schaumburg. To reserve a seat, go to 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 Fall 2017 Course Schedule

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

LCT0126-001 20159	Saturday	9/30	9am – 4pm	HPC123
----------------------	----------	------	-----------	--------

Intermediate Word 2016 – Tuition \$205, Fees \$35

LCT0226-001 20287	Saturday	10/7	9am – 4pm	HPC123
----------------------	----------	------	-----------	--------

Introduction to Excel 2016 – Tuition \$205 / Fees \$35 (choose one)

LCT0127-001 20160	Monday	10/2	9am – 4pm	HPC123
LCT0127-002 20161	Saturday	11/4	9am – 4pm	HPC123

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

LCT0227-001 20288	Monday	10/16	9am – 4pm	HPC123
LCT0227-002 20289	Saturday	11/18	9am – 4pm	HPC123

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

LCT0128-001 20162	Monday	10/30	9am – 4pm	HPC123
----------------------	--------	-------	-----------	--------

Introduction to Access 2016 – Tuition \$205, Fees \$35

LCT0129-001 20163	Thursday	10/19 & 10/26	6pm – 9:15pm	HPC123
----------------------	----------	---------------	--------------	--------

Introduction to Outlook 2016 – Tuition \$205, Fees \$35

LCT0189-001 20168	Monday	11/13	9am – 4pm	HPC222
----------------------	--------	-------	-----------	--------

Digital Communications Skills – Tuition \$185, Fees \$35

LCT0150-001 20166	Saturday	11/11	9am – 4pm	HPC123
----------------------	----------	-------	-----------	--------

LCT0240-001 20292 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 20298	Saturday	10/21	9am – 4pm	HPC123
----------------------	----------	-------	-----------	--------

Introduction to Microsoft Sway – Tuition \$89, Fees \$7

LCT0028-001 20401	Wednesday	10/4	6pm – 8pm	HPC123
----------------------	-----------	------	-----------	--------

Intermediate PowerPoint 2016 – Tuition \$205, Fees \$35

LCT0228-001 20290	Monday	11/6	9am – 4pm	HPC123
----------------------	--------	------	-----------	--------

Intermediate Access 2016 – Tuition \$205, Fees \$35

LCT0229-001 20291	Thursday	11/2 & 11/9	6pm – 9:15pm	HPC123
----------------------	----------	-------------	--------------	--------

Advanced Access 2016 – Tuition \$205, Fees \$35

LCT0329-001 20300	Thursday	11/16 & 11/30	6pm – 9:15pm	HPC123
----------------------	----------	---------------	--------------	--------

Advanced Excel 2016 – Tuition \$205, Fees \$35

LCT0327-001 20299	Saturday	12/2	9am – 4pm	HPC123
----------------------	----------	------	-----------	--------

Excel 2016 PivotTables – Tuition \$205, Fees \$52

LCT0427-001 20303	Saturday	12/9	9am – 4pm	HPC123
----------------------	----------	------	-----------	--------

Microsoft Office Specialist Certification Self Prep – Word

20492 LWC0526-300 – Fees \$155

Microsoft Office Specialist Certification Self Prep – Excel

20493 LWC0527-300 – Fees \$155

Microsoft Office Specialist Certification Self Prep – Access

20494 LWC0529-300 – Fees \$155

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