

Business Technology Administration

438-Hours / 13 Weeks

Program Objectives:

This program of study prepares the student to prepare to work in any Law office. Our intensive instruction on the Computer will enable the student to become a Microsoft Office Specialist and have the opportunity to work in an Accounting area as well. Through lecture and appropriate Lab Training, the program will provide the student with the technical, manual and manipulative skills and knowledge to be employed as an entry level Legal Office Administrator, Legal Administrative Assistants, Legal Secretaries, Microsoft Office Specialist, Accounting Clerk, Administrative Assistant, Bookkeeper, Secretary or any Office position.

The program is designed to provide students with the knowledge and skills necessary to perform office functions and bookkeeping, as well as building a foundation for other Microsoft Certifications.

Courses:

Windows
Microsoft Word (Introduction to Advanced)
Microsoft Excel (Introduction to Advanced)
Microsoft Access (Introduction to Advanced)
Microsoft PowerPoint (Introduction to Advanced)
Microsoft Office (Integration techniques)
Microsoft Outlook (Setup, Email, Calendar, Tasks, Journal Entries, Contact Information, Address Book and more!)
Internet Explorer (Introduction to Advanced)
Microsoft Certification Prep (For the Certification Exams by Microsoft)
Law Office Skills
Legal Terminology
QuickBooks Accounting Software
Career Development
Job Placement Assistance
Resume Preparation