

Office Associate

The Office Associate Certificate Program prepares you for roles such as Office Assistant, Receptionist, Office Clerk, or Secretary. Course study includes basic computer skills, customer service, business math, and business English.

Program Length: 15 weeks

Weekly Hours: 2hr, 4hr or 6hr options

Instruction: In Person

| Class & Book | Tuition | Book |
|---|----------|---------|
| <p>Computer Concepts (3 weeks) Are you new to the computer world or need a review? We make it easy to learn how to use computers. You will be introduced to basic computer tasks, including working with Windows, navigating the web, both desktops and cloud-based file management, and learning basic word processing. No prerequisites.</p> | \$75.00 | X |
| <p>Welcome to Computer Basics: Windows 11 Edition ISBN: 9781640615229</p> | X | \$50.00 |
| <p>Outlook (2 weeks) Learn to communicate more efficiently with Outlook. This class teaches essential skills; working with email, organizing contacts, managing folders and calendars, and web/cloud/mobile-based integration. Prerequisites: Basic computer skills.</p> | \$50.00 | X |
| <p>FastCourse Microsoft Outlook 2021 & 365 ISBN: 9781640615045</p> | X | \$30.00 |
| <p>Customer Relations (3 weeks) This newly updated course will cover many of the “Top 10” most required customer service skills for all industry segments. Today’s employers realize that these essential skills can often be more important indicators of an employee’s success, even more than their ability to use a computer or other equipment. Topics will include communication, adaptability, self-awareness, collaboration, empathy, resilience, and much more.</p> | \$75.00 | X |
| <p>New World of Work <i>print</i></p> | X | \$15.00 |
| <p>Business Math (5 weeks) Build a solid foundation in the fundamentals of math for success in the workplace and daily living. Increase your confidence with fractions, percentages, decimals, and more. This class offers practical, real-world uses for mathematics and provides excellent preparation for career placement.</p> | \$125.00 | X |
| <p>Schaum’s Outline of Basic Business Math <i>print</i></p> | X | \$35.00 |

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| Business English (5 weeks) This course offers the reading comprehension, grammar, spelling, and punctuation expertise you need to succeed in the workplace. Brush up on your oral and written communication skills essential for career advancement in today's business environment. | \$125.00 | X |
| Business English 13e ISBN: 9780357033784 | X | \$185.00 |
| Word: Beginning to Intermediate (5 weeks) This course will have you working like a pro with many of the features of MS Word. You will begin with an essential document and learn to apply formatting, fonts, styles, and color. Next, tables, mail merge, collaboration, and document tracking will round out your new skills. Prerequisite: Basic computer skills and type 25 WPM. | \$125.00 | X |
| Microsoft Word 2021 & 365 Comprehensive ISBN: 9781640614239 | X | \$130.00 |
| Keyboarding (5 weeks) Learn keyboarding basics on a computerized tutorial and progress to speed and accuracy drills. This class will help the student to achieve the proper techniques for keyboarding competency. Keyboard folder required. 5-week class. (Students may need to repeat class depending on typing speed.) | \$125.00 | X |
| Keyboarding Folder Print | X | \$10.00 |

| Totals for Class, Books, & Fees | Tuition | Books & Fees |
|----------------------------------|------------|--------------|
| USB Drive | | \$15.00 |
| Registration Fee | | \$250.00 |
| Tuition & Book Total: | \$700.00 | \$455.00 |
| Program Total: | \$1,420.00 | |

REFUND POLICY: Refunds will ONLY be given if the class is cancelled by the Liberty Adult Education (LAE). If a class is cancelled due to insufficient enrollment, a full refund will be given. If you are unable to attend a class, you must notify LAE 48 hours in advance to receive a refund. Please select your classes carefully as there are no refunds after the first class meeting if you were in attendance or not. No refunds for books or supplies