



BUSINESS OFFICE TECHNOLOGY SPECIALIST

KNOW THE WHY...MASTER THE HOW.



ALASKA CAREER COLLEGE

Life Changing Career Training for over 30 Years!

Get the edge and make a difference as a valuable and effective business professional.

You will learn business concepts to assist you in developing advanced computer skills for confidence with any employer. Students also receive an HP laptop computer for use through the program and to keep past graduation.

Hands-on training with today's business applications while collaborating to solve common problems allows our graduates to achieve success in business both as an employee and a business owner.

Earn your certifications and opportunities for a new career in 9.5 - 14.5 months with day and evening classes.

Learn More About This Program...

CALL NOW! 907.563.7575

TOLL FREE 800-770-7575 • FAX 907-563-8330

1415 E. Tudor Road; Anchorage, Alaska 99507

careers@alaskacareercollege.edu

AlaskaCareerCollege.edu

AlaskaCareerCollege

EARN CERTIFICATIONS

Microsoft Office Specialist (MOS)

Microsoft Word

Microsoft Excel

Microsoft Powerpoint

Microsoft Access

Microsoft Outlook

Quickbooks

Thought Patterns for Successful Careers

EMPLOYMENT OPPORTUNITIES

Bookkeeping Assistant

Records and Information Assistant

Accounting and Payroll Technician

Insurance and Real Estate

Retail Operations

Event Coordination, Staffing

BUSINESS OFFICE TECHNOLOGY SPECIALIST

Specialized Courses

- Microsoft Office: Word, Excel, PowerPoint, Access, Outlook, Internet Explorer, Groove, One Note
- QuickBooks/QuickBooks Pro 2010 and Business Accounting
- Business Law and Contemporary Communication

Core Computer Skills

- Managing Folders and Files
- Computer file management
- Keyboarding
- Create, Edit and Manipulate Spreadsheets, Charts and Lists
- Use Functions, Formulas, Charts, Data Forms, Autofilters, What-If-Analysis and Macros
- Work With Multiple Worksheets and Workbooks
- Consolidate Data and Manage Templates
- QuickBooks Accounting and Payroll

Added Values

- HP Laptop
- Microsoft Office Suite—Word, Excel, Powerpoint, Access, and Outlook
- Online Classes Available

Advanced Computer Skills

- Defining Databases, Creating Tables to Add, Modify, Sort, Search and Print Records
- Create Databases, Import and Export Data
- Designing and Creating Quality Presentations
- Work With Spreadsheet Pivot Tables, Document Integration and Hyperlinks, Perform Queries, Use Visual Basic and Data Mapping
- Desktop Publishing Layout and Design
- Create and Record Macros and Online Forms

Services and Resources

- Job Ready Practicum/Internship
- Professional Portfolio, Cover Letter, Resumes, and Job Search Organizer
- Campus-wide WiFi
- Thought Patterns for a Successful Career Course
- Professional Business Cards

Business Competencies

- Supervision and Leadership
- Accounts Payable/Receivable
- Understand and Use Filing Systems
- Insight into Business Finances
- Procedures on Managing an Office
- Master Appointment Scheduling
- Professional Customer Service
- Use and Preparation of Documents and Forms
- Payroll Procedures
- Quickbooks Accounting
- Company Financial Records
- Business Law and Ethics

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