



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 a fully loaded HP ProBook 4530 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 9-14 months with day and evening classes.

Learn More About This Program:

CALL NOW! 907.563.7575

OFFICE 1415 E. Tudor Road, Anchorage, AK 99507

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

EMAIL Careers@AlaskaCareerCollege.edu

WEB AlaskaCareerCollege.edu



Find Us On Facebook!

EARN CERTIFICATIONS

Business Office Technology Specialist Diploma

Microsoft Office Specialist (MOS)
Word, Excel, Outlook, Access, Powerpoint

Thought Patterns for Successful Careers

Quickbooks

EMPLOYMENT OPPORTUNITIES

Office Management

Bookkeeping Assistant

Records and Information Assistant

Accounting and Payroll Technician

Insurance and Real Estate Assistant

Retail and Logistics Operations

Event Coordination

Human Resources Support

Executive Assistant

Career Development Coordinator

Law Office Assistant

BUSINESS 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 Probook 4530 Laptop
- Microsoft Office Suite
Word, Excel, Outlook, Access, Power Point

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

- Nationwide Job Placement Assistance
- Job Ready Practicum/Externship
- Professional Portfolio, Resumes, and Job Search Organizer
- Participation in Trade Associations and Professional Organizations
- Campus-wide Wi-Fi
- Thought Patterns for a Successful Career Course

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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