



Administrative Office Assistant Certificate – Online Program

All of the following courses are Ed2go online courses

Keyboarding – optional – Prerequisite - may bypass if you type 40 wpm or more

Using the computer software program FasType for Windows, you will learn the basic skills of touch-typing.

Computer Skills for the Workplace – optional – Prerequisite – may bypass if you have basic computer skills

Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components.

Introduction to Microsoft Outlook 2003 – optional – Prerequisite – may bypass if you have basic email skills

This course will help you take advantage of the communication and personal information management power of Outlook 2003. You'll use the new information views in Outlook 2003 to work with the Calendar, Contacts and other personal information. You'll also learn how to use the new Research Library, an incredible online reference tool that you can use without leaving Outlook and much more.

Administrative Assistant Fundamentals

Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

Effective Business Writing

Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

Grammar Refresher

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You'll explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths.

Take any one of the three below:

Individual Excellence: Secrets of Career Success

Develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management, and personal organization. You'll learn how to improve your creative abilities, gain confidence with financial matters, and how to minimize conflict. Develop a fulfilling career plan and improve relationships with co-workers, friends, and family.

Achieving Success with Difficult People

Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members? Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.

Project Management Fundamentals

There are more projects occurring today than at any time in history. Master the essentials of project management as you become an indispensable member of your project team. Discover and master the critical concepts you need to plan, implement, control and close any type of project. . You'll be able to develop all sections of a project plan, become comfortable with the project management body of knowledge, and develop a variety of powerful techniques to generate project ideas.

Introduction to Windows Vista

Windows Vista is a radical departure from the Windows versions of yesteryear. You'll discover techniques for personalizing Vista to your own needs and preferences, set up user accounts and enforce parental controls, keep your computer secure from Internet threats, browse the World Wide Web, manage your e-mail, and keep your names and addresses organized in the new Contacts folder. Take full advantage of the new Calendar feature, manage and edit your digital photos with the new Windows Photo Gallery, and add fonts, color, and style to your written text.

or

Introduction to Windows XP

This course covers all the basic skills and concepts needed to use a computer to do anything. Basic buzzwords and concepts of drives, directories, files, and so forth are explained in depth. You'll also learn to use and customize the new interface; work with texts, pictures, photos, sound, music and DVD, Interactive TV and video; create shortcuts to favorites; get the most from the Internet; and even build your own local area network (LAN).

Introduction to Microsoft Word 2003

In this hands-on workshop, you'll learn how to add, move, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the size or appearance of text, change margins and tab settings, automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus, and save, retrieve, copy, organize, and print your documents.

Intermediate Microsoft Word 2003

Take advantage of Word 2003's WYSIWYG (What You See Is What You Get) editing capabilities to easily create flyers, newsletters, and other heavily formatted documents. You'll gain an understanding of basic graphic design principles as you set up columns and tables within your documents; insert, reposition, edit and resize graphic images; draw lines; surround your text or graphics with borders; achieve dramatic effects by varying the size, appearance, and orientation of your text, and more.

Advanced Microsoft Word 2003

Make Word 2003 work for you! Learn how to build time-saving macros, customize your toolbars, create shortcut keys, crank out form letters and mailing labels, perform queries, make your own templates, use the style gallery, and much more.

Introduction to Microsoft Excel 2003

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas, using the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. You'll also learn the best ways to sort and analyze data, create custom charts and graphs, create 3-dimensional workbooks, build links between files, endow your worksheets with decision-making capabilities, and automate oft-repeated tasks with macros and buttons.

Intermediate Microsoft Excel 2003

Have you been using Excel 2003 to its fullest potential? Learn how to work faster and more productively. Discover how the Pivot Table and AutoFilter can help you rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to get Excel 2003 to perform complex math, make decisions, and look up values in a table.

Introduction to Microsoft PowerPoint 2003

Learn how to create dazzling multimedia presentations for just about any audience. You'll be able to create and display slides filled with formatted text, video, audio, animation, special effects, charts, outlines, video clips, images, and links to the Web. Work with task panes and the clip organizer, access the Design Gallery Live and Template Gallery Web sites and download clip art and templates for your presentations. You'll even be able to save your presentations in HTML so they can be shared with others over the Web.

For more information, contact Carrie Hering at 440-366-7405 or chering@lorainccc.edu. For complete course descriptions, go to www.ed2go.com/lorain-pro.