

CAREERS IN LESS THAN A YEAR



Office Associate Training



Administrative assistants and office associates are the backbone of every business. Whether you need to enhance your resume or take your professional skills to the next level, HCC's Office Associate Certificate Program provides challenging coursework and flexible scheduling to get the training you need to reach your professional goals.

What is the job outlook for office associates?

Secretaries and administrative assistants perform routine clerical and administrative duties. They organize files, draft messages, schedule appointments, and support other staff. Bookkeepers produce financial records for organizations and record financial transactions, update statements, and check financial records for accuracy. The median salary for these job areas range from \$32,000 to \$35,000 according to the Bureau of Labor Statistics (source: www.bls.gov/ooh).

What credentials can I earn through HCC's program?

HCC's Office Associate Certificate Program consists of over 100 hours per level of comprehensive coursework designed to enhance employability or increase your on-the-job value. Classes are self-paced and include expert guidance. Specialized topics include:

- Building fundamental computer skills
- Developing a thorough working knowledge of Microsoft Office Suite
- Adding levels in QuickBooks and creating Web pages

The Office Associate Certificate is awarded for each level of the program. Pick the best fit for your current office proficiency or start at the first level and build up your skill set.

What classes are available?

- *Office Associate – Level I*
Start at the beginning with an emphasis on basic computer skills, an introduction to the Microsoft Office common interface, and basic proficiency in Word, Excel, and PowerPoint plus an introduction to bookkeeping.
- *Office Associate – Level II*
Expand to the intermediate level in Word and Excel, plus add an understanding of database functions with Access. Add on payroll functions to your bookkeeping skills through the use of the popular QuickBooks software.
- *Office Associate – Level III*
Build your proficiency in Microsoft Office with a shift toward Internet technologies including basics for creating, uploading, and maintaining Web pages.

How do I register?

Course cost may be paid by the Western Maryland Consortium for jobseekers residing in Washington County. To determine eligibility for funding, contact the Consortium at 301-791-3164. For more information about this program, contact the Continuing Education and Business Services Division at 240-500-2236, or go to www.hagerstowncc.edu/officeassociate.