CURRICULUM

This 24 week program provides hands-on learning in all aspects of office skills, including computerized office technology, using Introductory and Advanced Windows and Office 2013.

You will gain knowledge of:

- Principles of Accounting
- QuickBooks
- Math of Finance
- Business Communications
- Principles of Management
- Customer Service Skills
- Microsoft Office 2013
- Office Relations
- Resume Writing
- Interview Skills

Tuition

- $6,000 per Student
  - Includes
- 600 Hours
- 25 hours a week for 24 weeks

Course Outline:

- Microsoft Office Introductory
- Microsoft Office Advanced
- Business Accounting
- QuickBooks
- Business Finance
- Workplace Communications
- Office Relations
- Management Skills

Other Skills:

- Teambuilding
- Personal Development
- Business Ethics

For more information please contact the Lackawanna College Training Institute | phone 570.504.1586