

BEVILL STATE COMMUNITY COLLEGE
COMPUTER AND OFFICE CAREERS CERTIFICATE PROGRAM
2017

This multi-task program will prepare students for entry level position in the world of business, retrained displaced worker, or provide additional training for the employee. This program is taught in seven sessions. Participants may choose to enter the program at the beginning of any six-week module or choose to take one or all of the four courses taught in the module. This program is held at the Jasper Campus in the Continuing Education Center. Vocational Rehabilitation assistance will be available for those who qualify. **Please contact Elaine Barnwell at 387-0511 ext. 5879 for more information or to register for the program.**

January 9, 2017 - February 16, 2017				
Course	Day	Time	Cost	Location
Keyboarding	Mon & Wed	8:30 am-10:30 am	\$96.00	Continuing Education Center
Accounting	Mon & Wed	11:00 am-1:00 pm	\$96.00	Continuing Education Center
Legal Office & Terminology	Tue & Thur	8:30 am-10:30 am	\$96.00	Continuing Education Center
PowerPoint 1	Tue & Thur	11:00 am-1:00 pm	\$96.00	Continuing Education Center

***Accounting is Pre-requisite for QuickBooks**

February 27, 2017 - April 13, 2017				
Course	Day	Time	Cost	Location
Keyboarding	Mon & Wed	8:30 am-10:30 am	\$96.00	Continuing Education Center
Business Math	Mon & Wed	11:00 am-1:00 pm	\$96.00	Continuing Education Center
QuickBooks	Tue & Thur	8:30 am-10:30 am	\$96.00	Continuing Education Center
PowerPoint 2	Tue & Thur	11:00 am-1:00 pm	\$96.00	Continuing Education Center

***Accounting is Pre-requisite for QuickBooks**

April 24, 2017 - June 1, 2017				
Course	Day	Time	Cost	Location
Keyboarding	Mon & Wed	8:30 am-10:30 am	\$96.00	Continuing Education Center
Word 1	Mon & Wed	11:00 am-1:00 pm	\$96.00	Continuing Education Center
Outlook/OneNote	Tue & Thur	8:30 am-10:30 am	\$96.00	Continuing Education Center
Medical Office Simulation 1	Tue & Thur	11:00 am-1:00 pm	\$96.00	Continuing Education Center

June 12, 2017 - July 27, 2017				
Course	Day	Time	Cost	Location
Keyboarding	Mon & Wed	8:30 am-10:30 am	\$96.00	Continuing Education Center
Payroll Accounting 1	Mon & Wed	11:00 am-1:00 pm	\$96.00	Continuing Education Center
Word 2	Tue & Thur	8:30 am-10:30 am	\$96.00	Continuing Education Center
Medical Office Simulation 2	Tue & Thur	11:00 am-1:00 pm	\$96.00	Continuing Education Center

August 7, 2017 - September 15, 2017

Course	Day	Time	Cost	Loca
Keyboarding	Mon & Wed	8:30 am-10:30 am	\$96.00	Con E
Payroll Accounting 2	Mon & Wed	11:00 am-1:00 pm	\$96.00	Con E
Medical Term 1 / Excel 2	Tue & Thur	8:30 am-10:30 am	\$96.00	Con Ed :
Medical Term 2 / Excel 1	Tue & Thur	11:00 am-1:00 pm	\$96.00	Con Ed :

September 25, 2017 - November 2, 2017

Course	Day	Time	Cost	Loca
Keyboarding	Mon & Wed	8:30 am-10:30 am	\$96.00	Con E
Career Planning	Mon & Wed	11:00 am-1:00 pm	\$96.00	Con E
Medical Term 1 / Excel 2	Tue & Thur	8:30 am-10:30 am	\$96.00	Con Ed 1
Medical Term 2 / Excel 1	Tue & Thur	11:00 am-1:00 pm	\$96.00	Con Ed :

November 6, 2017 - December 21, 2017

Course	Day	Time	Cost	Loca
Keyboarding	Mon & Wed	8:30 am-10:30 am	\$96.00	Con E
Records Management	Mon & Wed	11:00 am-1:00 pm	\$96.00	Con E
Publisher	Tue & Thur	8:30 am-10:30 am	\$96.00	Con E
Office Procedures	Tue & Thur	11:00 am-1:00 pm	\$96.00	Con E

rain the
n six-week
and may
per
for those
egister for

ation
Ed 101
100/101
101/100
101/100

ation
Ed 101
Ed 101
Ed 101
Ed 101

ation
Ed 101
Ed 101
Ed 101
Ed 101

ation
Ed 101
Ed 101
Ed 101
Ed 101

ation
Ed 101
Ed 101
100/101
100/101

ation
Ed 101
Ed 101
100 / 101
100/101

ation
Ed 101
Ed 101
Ed 101
Ed 101