



ADMINISTRATIVE OFFICE SPECIALIST

Winter 2023

The AOS program is one semester if taken full-time but students may take courses casually as well.

COURSE NAME	ROOM	INSTRUCTOR	DATE	DAYS	TIME	COST	BOOK FEE
Daytime Classes							
MS Word Level 1	1027	Taannia Flahmeri	Jan 9 – Jan 30	M/W/F	9:00 am – 12:00 pm	\$398.00	\$66.00
Business Systems and Procedures	1027	Taannia Flahmeri	Jan 9 – Jan 30	M/W/F	1:00 pm – 2:30 pm	\$199.00	–
MS Excel Level 1	1027	Paul Garay	Feb 1 – Feb 24	M/W/F	9:00 am – 12:00 pm	\$398.00	\$33.00
Professional Communications	1027	Taannia Flahmeri	Feb 1 – Apr 14	M/W/F	1:00 pm – 2:30 pm	\$597.00	–
MS Excel Level 2	1027	Paul Garay	Feb 27 – Mar 8	M/W/F	9:00 am – 12:00 pm	\$199.00	\$33.00
MS PowerPoint	1027	Taannia Flahmeri	Mar 10 – Mar 20	M/W/F	9:00 am – 12:00 pm	\$199.00	\$33.00
MS Outlook	1027	Taannia Flahmeri	Mar 22 – Mar 31	M/W/F	9:00 am – 12:00 pm	\$199.00	\$33.00
Employment Preparation	1027	Taannia Flahmeri	Apr 3 – Apr 21	M/W/F	9:00 am – 4:00 pm	\$398.00	–
				Total – Core Courses:		\$2587.00	\$198.00
Evening Classes:							
Bookkeeping	1027	Paul Garay	Jan 10 – Apr 18	Tue	6:30 pm – 9:30 pm	\$597.00	\$90.00
				Total – Core Courses plus Bookkeeping:		\$3184.00	\$288.00