



We deliver technology  
and training that works.

## **Administrative Clerk**

As a full service computer training center, **ACB Solutions** understands how important it is to receive specialized training in a career field. Our goal is to provide the education and environment needed for individuals to acquire that specialized training and the skills needed for them to embark in a successful and fulfilling career. To that end, ACB Solutions offers a variety of career tracks through our Worker's Compensation Re-training Program.

Our **Administrative Clerk Training Program** is designed to assist students in learning the tools needed to attain a position as an Administrative Clerk. Over the course of just 6 months we take students with little to no knowledge of computers and computer programs and teach them the skills needed to excel in any office environment. As a Microsoft Partner, ACB Solutions works with various organizations every day. By building our program around what is required in an office environment, ACB Solutions feels our students have the best possible opportunity to find employment as an Administrative Clerk.

Our program is designed around and follows the Microsoft Office Specialist Program (MOS), which is a nationally recognized program. The MOS certification program is the only comprehensive, performance-based certification program approved by Microsoft to validate desktop computer skills.

Our program is broken down into 7 major categories:

- **Basic Computer Knowledge**
- **Microsoft Outlook Training**
- **Microsoft Word Training**
- **Microsoft Excel Training**
- **Microsoft Access Training**
- **Various Projects**
- **Internship**

Each of these categories of training builds upon the prior phase to help establish a base of knowledge and experience. Employers want administrative clerks who know how to use each of these applications effectively. Our project labs help to provide that understanding by having students' complete projects in a lab setting. Completion of the labs then leads to the students being qualified to obtain an internship working on actual projects that build the needed experience to find employment in the job market.

We want our students to succeed in their new career and provide them the environment and education needed to get them on track with a successful and fulfilling career. If you have any questions or require any additional information, please contact our training center manager, **Rob Axtell**, at **267-4216** or **raxtell@akcbolutions.com**.

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Program Description  
 Administrative Clerk  
 Program Track

The following individual classes make up ACB Solutions program track for AutoCAD Drafter. Individuals may require greater or fewer classes based upon their current skills and abilities.

<b>Technology Basics</b>		
<b>Basic Computer Class</b> Having a good foundation on how computers work is the best way to start your computer related training. This one day class covers the basics of binary code, parts of the computer and basic functioning of a computer.		\$175
<b>Windows XP Class</b> Windows XP is the most popular operating system for today's computers. The operating systems role is to control everything the computer is doing and organize all applications and data files. Having a good understanding of the Windows XP operating system is the key to operating your computer.		\$175
<b>Microsoft Outlook Level 1 - 3</b> In today's business world email and use of the Internet are critical skills. This class covers the fundamentals of MS Outlook and Internet Explorer.		\$525
<b>Microsoft Word Level 1 - 3</b> MS Word is the most popular word processing software on the market today. Learn how to create professional documents in this three day class.		\$525
<b>Microsoft Excel Level 1 - 3</b> MS Excel is the most popular spreadsheet software on the market today. Learn how to create and manipulate spreadsheets to meet today's business needs.		\$525
<b>Microsoft Access Boot Camp Level 1 - 4</b> MS Access is the most popular database software on the market today. Learn how to create and manipulate database programs to meet today's business needs.		\$875
<b>Administrative Clerk Project Labs</b>		
<b>Project I</b> Design Word Contracts, Flyers, Mailers and other Word Documents		\$500
<b>Project II</b> Build spread sheets, design and develop mailing lists using excel. Setup mail merge documents.		\$500
<b>Project III</b> Build a database to track customer sales and processes using access.		\$1000

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<b>Program Repeat Policy</b>		
After our completion of our Administrative Clerk training program ACB Solutions will help to determine the skill level of each student and evaluate their qualifications to enter our Internship program. Students that fall short in their ability to perform in the internship placement will have the option to repeat as much of the initial training as needed at no charge. ACB Solutions will make the final decision on where each student should start in the retraining.		
<b>Internship</b>		
3 Month Internship to provide computer experience. ACB Solutions will make arrangements to provide experience to help each student obtain the needed skills to meet requirements of employers. Internships are limited to available positions.		\$2000
<b>Job Placement</b>		
Upon graduation of the Administrative Clerk training program ACB Solutions will help to promote the students abilities to our customer base and help to facilitate job interviews and job placement.		
	<b>Program Total</b>	<b>\$6800.00</b>

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# Training Program Information

## **OCCUPATION OBJECTIVES:**

ACB Solutions feels that by placing students in a production role is the best way for student to learn. After completion of each class student will work on projects which we feel will give the student the extra edge needed to gain employment in an office environment.

## **DELIVERY METHOD:**

All classes provided at ACB Solutions are held in one of our many classrooms; are hands-on with one student per computer; no more than 12 students in any one class.

## **TYPE OF CREDENTIAL EARNED BY PROGRAM COMPLETERS:**

ACB Solutions program will provide the opportunity for each student to get certified as a Microsoft Office User Specialist. With this certification and the projects students complete during their 6 month program, each student is given the ability to succeed as an Administrative Clerk.

## **ADMISSION REQUIREMENTS SPECIFIC TO THIS PROGRAM:**

Students should have at least a basic idea of computers and how they operate.

## **TUITION FOR A FULL-TIME STUDENT:**

The typical cost of this program is \$6,800.00, not all students will need all planned classes and therefore will not be charged for those not attended.

## **Limitations and Warranties**

ACB Solutions has created this program track to provide the best possible training within a short amount of time and limited budget. Every student's ability and aptitude is different. ACB Solutions makes no guarantee or warranty regarding our training and cannot assure this training track will lead to an internship placement or employment. ACB Solutions provides no refunds for classes or labs that have been taken and all training is provided on a best effort basis.

ACB Solutions reserves the right to cease training for any student at any time and for any reason. Students will be charged for classes as they are taken. No refund or discount will be provided for a class once it has been taken or once confirmed registration has been received.

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