

Administrative Office Specialist Course Outline

OCP A - Information Technology Assistant (150 Hours)

18	Windows 10, Google Mail & Microsoft Office
24	Keyboarding I
66	Computer Applications I
42	Office Procedures for the 21 st Century
	Employability Skills I

OCP B - Front Desk Specialist (300 Hours)

30	Ethics in the Workplace
36	Written and Verbal Communication
126	Computer Applications II w/MOS Certification
12	Customer Service & Essential Skills
24	Keyboarding II
12	Workplace Safety & Health
36	Basic Machine Transcription
12	Financial Literacy
24	Job Readiness
	Employability Skills II

OCP C – Assistant Digital Production Designer (150 Hours)

60	Computing Essentials
90	Desktop Publishing Skills
	Employability Skills III

OCP D - Administrative Assistant (450 Hours)

96	Administrative Professional
60	Project Planning
54	Business Math
12	Financial Literacy
108	QuickBooks Online 2021-2022
18	QuickBooks Exam Preparation and Testing
90	Business Office Work-Based Learning
12	Employment Portfolio, Job Search & Interview
	Employability Skills IV