

OFFICE ASSISTANT, ADVANCED

Certificate of Completion

Program #3P44476

Office Assistant, Advanced certificate is designed to build upon the skills learned in the Office Assistant, Introduction certificate program and to prepare students for the next level of office and administrative support positions, including administrative assistant, administrative associate, administrative secretary, administrative specialist, administrative technician, clerk typist, department secretary, office assistant, secretary, and staff assistant. Students can be expected to learn the following: basic oral and written communications; practical keyboarding skills; basic computer application skills, including beginning spreadsheets, word processing, databases, presentations, and Outlook; critical thinking and problem-solving skills; and hands-on practice integrating Microsoft Office software into real world simulations. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Word, Excel, PowerPoint, and Outlook and the IC3 Digital Literacy certification with the completion of one elective course. This training is also ideal for incumbent workers to be able to update their existing knowledge and skills relating to this field for more advanced career opportunities.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 Career Skills and Resource Lab and/or WFPR 101 Virtual Career Skills and Resource Lab courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 Career Skills and Resource Lab or WFPR 101 Virtual Career Skills and Resource Lab. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).

Code	Title	Hours
Required Core Courses (210 Hours)		
COMP 685	Computer Keyboarding, Beginning	36
OTEC 100	Office Essentials	24
OTEC 105	Microsoft Outlook Fundamentals	12
BMGR 415	Written Communication-Business	18
OTEC 110	Business Math for Office Technology	24
COMP 510	Computer Keyboarding, Mastery I	30
COMP 511	Computer Keyboarding Mastery II	30
OTEC 218	Databases and Presentations for Business	36
OTEC 225	MS Office Integrated Projects	36
Required Option (Hours 72-96)		
Must select Option 1 or Option 2		72-96
OPTION 1		
OTEC 216	Windows and Word for Business	36
OTEC 217	Excel for Business	36
OPTION 2		
OTEC 215	Computer Concepts and Applications IBEST	96
Electives Course (27 Hours)		
Must choose 0 of 1 Course		27

OTEC 301	Digital Literacy Preparation	27
Total Hours		345-369

Plan of Study

Option 1

First Year			
First Semester	Hours	Second Semester	Hours
COMP 685		36 BMGR 415	18
OTEC 100		24 OTEC 110	24
OTEC 105		12 OTEC 217	36
OTEC 216		36	
		108	78
Second Year			
First Semester	Hours	Second Semester	Hours
COMP 510		30 COMP 511	30
OTEC 218		36 OTEC 225	36
		66	66

Total Hours 318

Option 1 with Elective

First Year			
First Semester	Hours	Second Semester	Hours
COMP 685		36 BMGR 415	18
OTEC 100		24 OTEC 110	24
OTEC 105		12 OTEC 217	36
OTEC 216		36	
		108	78
Second Year			
First Semester	Hours	Second Semester	Hours
COMP 510		30 COMP 511	30
OTEC 218		36 OTEC 225	36
		OTEC 301	27
		66	93

Total Hours 345

Option 2

First Year			
First Semester	Hours	Second Semester	Hours
COMP 685		36 BMGR 415	18
OTEC 100		24 OTEC 215	96
OTEC 105		12	
OTEC 110		24	
		96	114
Second Year			
First Semester	Hours	Second Semester	Hours
COMP 510		30 COMP 511	30
OTEC 218		36 OTEC 225	36
		66	66

Total Hours 342

Option 2 with Elective

First Year

First Semester	Hours	Second Semester	Hours
COMP 685		36 BMGR 415	18
OTEC 100		24 OTEC 215	96
OTEC 105		12	
OTEC 110		24	
		96	114

Second Year

First Semester	Hours	Second Semester	Hours
COMP 510		30 COMP 511	30
OTEC 218		36 OTEC 225	36
		OTEC 301	27
		66	93

Total Hours 369

List of Courses

BMGR 415 18 Hours

Written Communication-Business

Provides extensive hands-on experience with all types of written business communications including letters, resumes, cover letters, memos, and reports. *(Apportionment)*

COMP 510 30 Hours

Computer Keyboarding, Mastery I

Prerequisite(s): The student must be able to key 35 net words per minute (nwpm) timed writing or have completed COMP 685 Computer Keyboarding - Beginning with a pass grade.

The first of two keyboarding courses designed to increase keying speed and accuracy to employment levels of 50+ nwpm. *(Apportionment)*

COMP 511 30 Hours

Computer Keyboarding Mastery II

Prerequisite(s): The student must have completed COMP 510 Computer Keyboarding - Mastery I with a pass grade.

The second of two keyboarding courses designed to increase and maintain keying speed and accuracy to employment levels of 50+ net words per minute (nwpm). *(Apportionment)*

COMP 685 36 Hours

Computer Keyboarding, Beginning

Keyboarding is a basic skill that is mandatory for most industries. Our keyboarding class teaches the alpha/numeric keyboard with emphasis on correct technique, speed, and accuracy. Topics include speed and accuracy, using home keys alpha keys, punctuation, and number keys. Textbook Required. *(Apportionment)*

OTEC 100 24 Hours

Office Essentials

A course that prepares students for an entry-level position in an office. Includes units on the office environment, becoming a professional, work ethics, and several elements of customer service. Textbook Required. *(Apportionment)*

OTEC 105 12 Hours

Microsoft Outlook Fundamentals

This course introduces students to Microsoft Outlook. Students will learn how to organize and manage emails, schedule appointments, create and manage task and contact records, and customize Outlook. *(Apportionment)*

OTEC 110 24 Hours

Business Math for Office Technology

Provides coverage of personal and business-related mathematics as well as reviewing the basic operations of arithmetic. *(Apportionment)*

OTEC 215 96 Hours

Computer Concepts and Applications IBEST

This course introduces fundamental workforce skills in computers and information processing, hardware, system software; networks, security, and privacy; troubleshooting and maintenance; application software; the Internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word and Excel. It also prepares students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 216

Windows and Word for Business

Recommended Preparation: Basic keyboarding skills This course introduces students to fundamental workforce skills necessary to succeed in an office environment: Windows operating system and Microsoft Word. This is the first of three courses (OTEC 216, 217, 218) and prepares students for the Microsoft Office Specialist (MOS) certification. *(Apportionment)*

OTEC 217

Excel for Business

Advisory: Completion of OTEC 216 Windows and Word for Business.

This is the second course in a series of three courses (OTEC 216, 217, 218) that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part II introduces students to fundamental workforce skills in Microsoft Excel. The course series will also help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 218 36 Hours

Databases and Presentations for Business

Prerequisite(s): OTEC 211 Computer Concepts and Applications II or OTEC 215 Computer Concepts and Applications IBEST or OTEC 216 Windows and Word for Business and OTEC 217 Excel for Business.

This is the third course in a series of three courses (OTEC 216, OTEC 217, and OTEC 218) that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part III introduces students to fundamental workforce skills in using a database and presentations. The course series also helps prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 225 36 Hours

MS Office Integrated Projects

Prerequisite(s): OTEC 211 Computer Concepts and Applications II, and OTEC 212 Computer Concepts and Applications III or OTEC 215 Computer Concepts and Applications IBEST or OTEC 216 Windows and Word for Business, OTEC 217 Excel for Business and OTEC 218 Databases and Presentations for Business.

This course is designed to apply knowledge and skills gained from Computer Concepts and Applications II and III to the business environment by giving students the opportunity to work in real world simulations. This is the capstone course for those students completing the Administrative Professional certificate program. *(Apportionment)*

OTEC 301**Digital Literacy Preparation**

One of four courses that prepares learners for the IC3 Digital Literacy Certification exam. This course not only validates a learners' ability to do more than simply consume technology, it enables them to comprehend the possibilities and form the foundational set of skills necessary to support our modern digital economy. This course covers Level 1 certification: foundational understanding of computer hardware, software, operating systems, peripherals, and troubleshooting. (*Apportionment*)