

**ADMINISTRATIVE ASSISTANT PROGRAM
COURSE DESCRIPTIONS
2010—2011**

COURSE #OTA 0040: INFORMATION TECHNOLOGY ASSISTANT – 150 HOURS

Business Keyboarding (75 hours classroom)

Students will demonstrate ability to key alphabetic, numeric, and symbol keys “by touch” using appropriate techniques. Microsoft Word functions will be utilized for editing and formatting letters and memos.

Business Essentials (30 hours classroom)

Students will acquire essential job-keeping skills: Self-management, interpersonal skills, diversity, decision-making, ethics, responsibility, and working in teams.

Introduction to Windows XP (15 hours classroom)

Students will learn the fundamentals of using MS Windows XP including the use of Windows Explorer to manage files.

Financial Calculations (30 hours classroom)

Students will focus on the use of electronic calculating machines. Applications involve bank deposit slips, bank statements, sales orders, time cards, and payroll records.

COMPLETED OCP A: INFORMATION TECHNOLOGY ASSISTANT – 150 HOURS

COURSE #OTA 0041: FRONT DESK SPECIALIST – 300 HOURS

Data Entry (45 hours classroom)

Students will develop skills using the numeric keypad. Emphasis is on speed and accuracy using the 10-key by touch.

Filing/Records Management (30 hours classroom)

Students will learn manual and electronic filing using the rules in alphabetic, geographic, subject, numeric, and indexing filing procedures, both manually and electronically.

Business Communication Skills (60 hours classroom)

Students will understand business communication principles and develop effective writing skills. Students will learn written communication skills and review grammar and mechanics.

Microsoft Word 2007 (60 hours classroom)

Students will gain a working knowledge of the basic capabilities of Microsoft Word while using hands-on experiences to create and edit documents.

Introduction to Transcription (45 hours classroom)

Students will learn to transcribe from machine dictation, apply language arts skills, and format business documents.

Administrative Office Procedures (60 hours classroom)

Students will acquire the office skills necessary to succeed in the administrative assistant field. Topics include practical experience in developing personal skills, business etiquette, creating a positive first impression, non-verbal communication skills, ethics, stress and time management, and various office equipment.

COMPLETED OCP B: FRONT DESK SPECIALIST – 300 HOURS**COURSE #OTA 0030: ASSISTANT DIGITAL PRODUCTION DESIGNER – 150 HOURS****Microsoft PowerPoint 2007 (45 hours classroom)**

Students will acquire a working knowledge of the basic capabilities of PowerPoint to produce various types of presentations on the computer.

Microsoft Excel 2007 (45 hours classroom)

Students will demonstrate the ability to enter and edit text and numbers, perform an endless variety of calculations, produce charts and other reports and make informed decisions.

Microsoft Digital Publishing (45 hours classroom)

Students will use a Microsoft desktop publishing program to create pages with all kinds of design elements, such as formatted text, photographs, lines, and pictures. The student will learn to create brochures, newsletters, memos, postcards, envelopes, and Web pages.

Speedbuilding I (15 hours classroom)

Students will use a computerized skillbuilding program to develop typing speed and accuracy skills.

COMPLETED OCP C: ASSISTANT DIGITAL PRODUCTION DESIGNER – 150 HOURS

COURSE #OTA 0043: ADMINISTRATIVE ASSISTANT – 450 HOURS

Microsoft Access 2007 (45 hours classroom)

Students will use Microsoft Access software to manipulate a database management system that lets a user store, organize, and manage information.

Internet/Microsoft Integration (45 hours classroom)

Students will utilize the Internet and the basic capabilities of Microsoft Office software to integrate various programs into one document. Students search the Internet for information to be inserted in documents.

Integrated Business Applications (150 hours classroom)

Students will complete various office applications that use the integration capabilities of Microsoft Office 2007. This integrated business project is applications-oriented and reinforces the major office applications found in Microsoft Office suite software (word processing, presentation, spreadsheet, and database).

Speedbuilding II (45 hours classroom)

Students will demonstrate increasing speed and accuracy through a series of specified time writing drills that will be completed using software specifically designed to diagnose problem areas.

Microsoft Outlook 2007 (30 hours classroom)

Students will use the communication and scheduling features of Microsoft Outlook.

Workplace Readiness (45 hours classroom)

Students will develop the skills necessary to be successful in the job search process. Skills covered will include: setting career goals, dressing for success, creating a resume and cover letter, job search skills, creating a portfolio, filling out a job application, and interviewing skills.

Externship (90 hours on site)

An extern experience (approximately four weeks) will be completed. Students are provided hands-on training at one of a variety of business offices in the Tampa Bay area. Students will be responsible for locating an externship site with assistance from their instructor. Placement consideration will include GPA, attendance, and proficiency in computer software skills and soft skills. PLEASE NOTE: Some externship sites exclude students who have visible tattoos and/or smoke. A criminal background check, as well as a drug screening, may be required by the extern site. If this is a requirement of an externship site, the student is responsible for the payment of the cost of these tests.

COMPLETED OCP D: ADMINISTRATIVE ASSISTANT – 450 HOURS