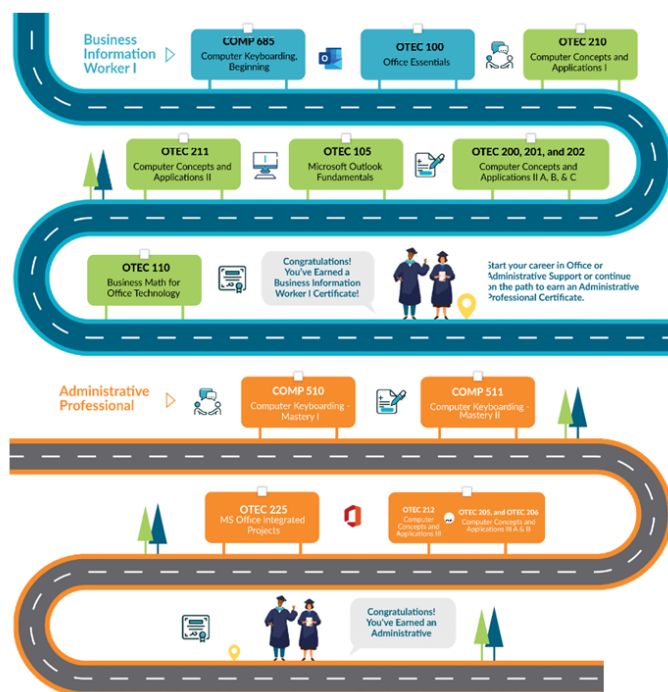# ADMINISTRATIVE PROFESSIONAL

Certificate of Completion

Program Code: 3P38319

The Administrative Professional certificate is designed to build upon the skills learned in the Business Information Worker I (BIW I) certificate program 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; fundamental computers and information processing skills; basic computer application skills, including beginning Excel, Word, Access, PowerPoint, and Outlook; fundamentals of the internet, digital ethics and awareness, and cloud computing, 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, Access, PowerPoint, and Outlook and the IC3 Digital Literacy certification. 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.

Code	Title	Hours
Required Core Courses (276 Hours)		
COMP 685	Computer Keyboarding, Beginning	36
OTEC 100	Office Essentials	24
OTEC 110	Business Math for Office Technology	24
OTEC 105	Microsoft Outlook Fundamentals	12
COMP 510	Computer Keyboarding, Mastery I	30
COMP 511	Computer Keyboarding Mastery II	30
BMGR 415	Written Communication-Business	18
OTEC 225	MS Office Integrated Projects	36
Required - Computer Concepts and Applications I and II (96 Hours)		
Select One option from the following (Options 1, 2 or 3)		*96*
OPTION 1 - Computer Concepts and Applications I and II		
OTEC 210	Computer Concepts and Applications I	36
OTEC 211	Computer Concepts and Applications II	60
OPTION 2 - Computer Concepts and Applications I and II		
OTEC 210	Computer Concepts and Applications I	36
OTEC 200	Computer Concepts and Applications II A	20
OTEC 201	Computer Concepts and Applications II B	20
OTEC 202	Computer Concepts and Applications II C	20
OPTION 3 - Computer Concepts and Applications I and II		
OTEC 215	Computer Concepts and Applications IBEST	96
Required - Computer Concepts and Applications III (36 Hours)		
Select One option from the following (Options 4 or 5)		*36*
OPTION 4 - Computer Concepts and Application III		
OTEC 212	Computer Concepts and Applications III	36
OPTION 5 - Computer Concepts and Application III		
OTEC 205	Computer Concepts and Applications III A	18
OTEC 206	Computer Concepts and Applications III B	18
Total Hours		**342**

Plan of Study
Option 1 and Option 4

First Year

First Semester	Hours	Second Semester	Hours
COMP 685		36 COMP 510	30
OTEC 100		24 OTEC 210	36
OTEC 110		24 OTEC 211	60
OTEC 105		12	
	96		**126**

Second Year

First Semester	Hours	Second Semester	Hours
COMP 511		30 OTEC 225	36
OTEC 212		36 BMGR 415	18
	66		**54**

Total Hours 342

Option 1 and Option 5

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	COMP 510	30
OTEC 100	24	OTEC 210	36
OTEC 110	24	OTEC 211	60
OTEC 105	12		
	96		**126**

Second Year

First Semester	Hours	Second Semester	Hours
COMP 511	30	OTEC 225	36
OTEC 205	18	BMGR 415	18
OTEC 206	18		
	66		**54**

Total Hours 342

Option 2 and Option 4

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	COMP 510	30
OTEC 100	24	OTEC 210	36
OTEC 110	24	OTEC 200	20
OTEC 105	12	OTEC 201	20
		OTEC 202	20
	96		**126**

Second Year

First Semester	Hours	Second Semester	Hours
COMP 511	30	OTEC 225	36
OTEC 212	36	BMGR 415	18
	66		**54**

Total Hours 342

Option 2 and Option 5

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	COMP 510	30
OTEC 100	24	OTEC 210	36
OTEC 110	24	OTEC 200	20
OTEC 105	12	OTEC 201	20
		OTEC 202	20
	96		**126**

Second Year

First Semester	Hours	Second Semester	Hours
COMP 511	30	OTEC 225	36
OTEC 205	18	BMGR 415	18
OTEC 206	18		
	66		**54**

Total Hours 342

Option 3 and Option 4

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	COMP 510	30
BMGR 415	18	OTEC 212	36
OTEC 100	24	COMP 511	30
OTEC 105	12	OTEC 225	36
OTEC 110	24		
OTEC 215	96		
	210		**132**

Total Hours 342

Option 3 and Option 5

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	COMP 510	30
BMGR 415	18	OTEC 205	18
OTEC 100	24	OTEC 206	18
OTEC 105	12	COMP 511	30
OTEC 110	24	OTEC 225	36
OTEC 215	96		
	210		**132**

Total Hours 342

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 200   **20 Hours**
Computer Concepts and Applications II A
Advisory: OTEC 200 is designed for individuals wanting to learn/enhance specific skills.
If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications III is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II A introduces students to fundamental workforce skills on the Internet, digital ethics and awareness, cloud computing and Windows. *(Apportionment)*

OTEC 201   **20 Hours**
Computer Concepts and Applications II B
Advisory: OTEC 201 is designed for individuals wanting to learn/enhance specific skills.
If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications II is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II B introduces students to Microsoft Word. *(Apportionment)*

OTEC 202   **20 Hours**
Computer Concepts and Applications II C
Advisory: OTEC 202 is designed for individuals wanting to learn/enhance specific skills.
If you are interested in the Business Information Worker certificate, OTEC 211 Computer Concepts and Applications II is recommended. This course is designed for students who wish to focus on specific areas within the Computer Concepts and Applications II. Part II C introduces students to fundamental workforce skills in Microsoft Excel. *(Apportionment)*

OTEC 205   **18 Hours**
Computer Concepts and Applications III A
Advisory: OTEC 205 is designed for individuals wanting to learn/enhance specific skills.
If you are interested in the Business Information Worker certificate, OTEC 212 Computer Concepts and Applications III is recommended. This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III A introduces students to fundamental workforce skills in Microsoft Access. The course will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 206   **18 Hours**
Computer Concepts and Applications III B
Advisory: OTEC 206 is designed for individuals wanting to learn/ enhance specific skills; If you are interested in the Business Information Worker certificate, OTEC 212 Computer Concepts and Applications III is recommended.
This course serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workplace. Part III B introduces students to fundamental workforce skills in Microsoft PowerPoint. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 210   **36 Hours**
Computer Concepts and Applications I
This is the first course in a series of three courses 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 I introduces students to fundamental workforce skills in computers and information processing; hardware; system software; networks, security, and privacy; troubleshooting and maintenance; and application software. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. Textbook Requirement. *(Apportionment)*

OTEC 211   **60 Hours**
Computer Concepts and Applications II
Prerequisite(s): OTEC 210 Computer Concepts and Applications I and COMP 685 Beginning Keyboarding or Pass the Keyboarding Challenge Exam at a rate of 35 net words a minute with five or fewer errors per minute on a 5-minute timed writing.
This is the second course in a series of three courses 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 the internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word, and Microsoft Excel. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(Apportionment)*

OTEC 212   **36 Hours**
Computer Concepts and Applications III
Prerequisite(s): OTEC 211 Computer Concepts and Applications II.
This is the third course in a series of three courses 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 builds on the foundations learned in parts I and II and introduces students to fundamental workforce skills in Microsoft Access and Microsoft PowerPoint. The course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications. *(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 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)*