

Occupational Skills Award in Office Administration

Award CIP Code 52.0401 | Major Code OFAD

Office Administration Program

| Course CIP Code | Prefix | Number | Title | Lecture | Lab | Ext. | Contact Hours | SCH |
|-----------------|--------|--------|------------------------------------|-----------|----------|----------|---------------|-----------|
| 52.0501 | POFT | 1301 | Business English | 3 | 0 | 0 | 48 | 3 |
| 11.0602 | ITSW | 1301 | Introduction to Word Processing | 3 | 1 | 0 | 64 | 3 |
| 11.0301 | ITSW | 1304 | Introduction to Spreadsheets | 3 | 1 | 0 | 64 | 3 |
| 52.0401 | POFT | 1309 | Administrative Office Procedures I | 3 | 0 | 0 | 48 | 3 |
| Totals | | | | 12 | 2 | 0 | 224 | 12 |

This award provides entry-level skills for students seeking work as Secretaries and Administrative Assistants (43-6014.00)

Courses provide instruction in basic Microsoft Office skills (Word, Excel), standard English as written and spoken in a professional environment, and administrative office procedures including organization, presentation and etiquette.

Updated: 10/28/16 JF

Effective Date: 1/1/17