

# **Administrative Assistant**

**B070330**

**1050 hours**

## **Information Technology Assistant**

**OCP A**

**150 hours**

Business Computer Skills I

90

Business Communication Skills

30

Business Math

30

## **Front Desk Specialist**

**OCP B**

**300 hours**

Speedbuilding I - III

130

Business Computer Skills II

70

Access 2007

60

Windows XP

90

## **Assistant Digital Production Designer**

**OCP C**

**150 hours**

PowerPoint 2007

90

Intro to Digital Design

60

## **Administrative Assistant**

**OCP D**

**450 hours**

InDesign CS3

50

Excel 2007 – 90

90

Technology & Procedures

90

Workplace Readiness

40

Data Entry Skillbuilding & Applications

40

Business Office Integration

90