

The Administrative Office Specialist Program consists of four courses that are completed in order. Here is a breakdown of each.

The first course is “**Information Technology Assistant**”. This course takes most students about nine weeks to complete. It consists of an introduction to the MS Office Suite (Word, Excel, PowerPoint, Access and Outlook). Also, an introduction to the business world and how to complete various employment documents (letter of application, Resume, etc.)

The second course is “**Front Desk Specialist**”. This course takes most students 12-16 weeks to complete. It consists of more advanced lessons from the MS Office Suite (Word, Excel, PowerPoint, and Outlook) and preparing for the MOS (Microsoft Office Specialist) certification exam. In addition, students learn customer service skills, machine transcription, filing, and additional lessons of the business world.

The third course is “**Assistant Digital Production Designer**”. This course takes most students 6-9 weeks to complete. It consists of learning the Adobe Photoshop and Acrobat Professional software applications. Student learn the essentials of design and layout and get the opportunity to show their creative side in designing and creating various projects such as flyers, business cards, event programs, party invitations, company letterhead, etc.

The fourth course is “**Administrative Assistant**”. This course takes most students 12-24 weeks to complete. It consists of learning the Microsoft Publisher software application, planning and arranging business events and learning how to complete extensive project research. In addition, students become highly proficient in the employability process (interview skills, Resume writing, letter of application, and the follow-up letter). Students also complete a short work-based training experience.

Our programs are self-paced. Students work to complete their class assignments at their own pace. There is seldom teacher-lead instruction provided. Instead, students are provided one-on-one assistance with classwork as needed. Each course has a “pacing guide” that helps students to stay on track so that they complete their program within the allotted time.

Upon completion of this program, students are ready to begin employment as Front Desk Receptionists/Clerks, Secretaries, Administrative Clerks and Administrative Assistants.