**Program Schedule**

**Office Administration**

The Office Administration program includes 376 classroom hours, 290 lab hours, and 240 hour externship hours to satisfy institutional requirement for 906 contact hours over 35 weeks.

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| **Session** | **Course** | **Classroom Hours** | **Lab Hours** | **Externship****Hours** | **Total Contact Hours** |
| Session 1: Computer Office Technology(8 weeks) This session is both classroom and lab intensive. | Microsoft Word | 24 | 14 |  | 38 |
| Microsoft Excel | 24 | 14 |  | 38 |
| Keyboarding | 24 | 14 |  | 38 |
| Microsoft Power Point | 24 | 14 |  | 38 |
| **Total Hours** |  | **96** | **56** |  | **152** |
| Session 2: Advanced Computer Office Technology, Computer Accounting(2 weeks) This session is classroom intensive. | Microsoft Word II | 15 | 15 |  | 30 |
| Microsoft Excel II | 15 | 15 |  | 30 |
| Keyboarding II | 15 | 15 |  | 30 |
| Microsoft Power Point II | 15 | 15 |  | 30 |
| **Total Hours** |  | **60** | **60** |  | **120** |
| Session 3: Accounting I, Accounting II(14 weeks) This session is both classroom and lab intensive, providing students with hands on clinical experience. | Accounting I | 60 | 32 |  | 92 |
| Accounting II | 60 | 32 |  | 92 |
| Computer Accounting | 34 | 44 |  | 68 |
| Business Ethics | 6 | 6 |  | 12 |
| **Total** |  | **160** | **114** |  | **274** |
| Session 4: Career Readiness, Work-based Activities(11 weeks) This session is classroom and lab intensive. It includes critical thinking and business/technical writing skills training.  | Certification Preparation | 36 | 36 |  | 72 |
| Job Placement Assistance- Critical Thinking/ Business/Technical Writing | 24 | 24 |  | 48 |
| Externship |  |  | 240 | 240 |
| **Total** |  | **60** | **60** | **240** | **360** |
| **Program Total** |  | **376** | **290** | **240** | **906** |