**Externship – OCP-D**

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| Course Objectives | Demonstrate Office Skills in a work environment.Demonstrate time management, workplace ethics, and proper personal characteristics on the job. |
| Competencies | 44.01 |
| Module Materials | Work Site for job training |
| Assignments | See Mrs. Williams to discuss your externship opportunities.Complete paperwork as needed.While working, have paperwork completed as instructed to document time worked as well as evaluations. |
| Assessment | Completion of 60-120 hours. |