PROGRAM FACT SHEET

OFFICE ADMINISTRATION A25370

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

##### Awards

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| **Associate Degree**: General Office Administration (A25370G) | **Length of Program**: 5 Semesters**Prerequisite**: High School Diploma, Placement Test Equivalent |
| **Associate Degree**: Office Finance (A25370F) | **Length of Program**: 5 Semesters**Prerequisite**: High School Diploma, Placement Test Equivalent |
| **Associate Degree**: Legal Office (A25370L) | **Length of Program**: 5 Semesters**Prerequisite**: High School Diploma, Placement Test Equivalent |
| **Diploma:** Not Applicable | **Length of Program:****Prerequisite:** |
| **Certificate:** Basic Office Administration (C25370C1) | **Length of Program:** 1 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Office Documents Specialist Certificate (C25370C3) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent  |
| **Certificate:** Financial Office Professional Certificate (C25370C4) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent  |
| **Certificate:** Legal Assistant Certificate (C25370C5) | **Length of Program:** 2 Semesters**Prerequisite:** High School Diploma, Placement Test Equivalent  |
| **Certificate:** Legal Office Foundations Certificate (C25370H2) | **Length of Program:** 2 Semesters**Prerequisite:** Placement Test Equivalent |

**Work-Based Learning Requirements/Opportunities:** For Work-Based Learning education requirements/opportunities please see the appropriate Program Sequencing sheet.

**License or Certification Information:** None Required

**Program Information Contact:**

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| Department Chairperson: Lisa FaganTelephone Number: (910) 678-8361Office Location: Cumberland Hall, Room 377GEmail: faganl@faytechcc.edu | Department Office: Cumberland Hall, Room 377Telephone: (910) 678-8292FTCC Web Site: [FTTC Website](http://www.faytechcc.edu/) |

**Application Deadlines:** The program is designed for a student to enter during the fall semester. A student may enter at other times with approval of the Department Chairperson.

**Scholarship/Title IV Financial Aid/VA Services:** Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study **may or may not be eligible** for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center, Room 2; Telephone (910) 678-8242. Veterans Services, General Classroom Building, Room 202, (910) 678-8580.

**Child Care Financial Assistance Information:**

Telephone: (910) 678-8486

Revised: 01/31/24