**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**OFFICE ADMINISTRATION/**

**GENERAL OFFICE ADMINISTRATION (A25370G)**

Effective Date: Fall 2024

Revised: 01/31/24

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

**FALL SEMESTER 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| ACA120 | Career Assessment | 1 | 0 | 0 | 1 |
| or |  |  |  |  |  |
| ACA122 | College Transfer Success | 0 | 2 | 0 | 1 |
| BUS137 | Principles of Management | 3 | 0 | 0 | 3 |
| ENG111 | Writing and Inquiry | 3 | 0 | 0 | 3 |
| MKT223 | Customer Service | 3 | 0 | 0 | 3 |
| OST130 | Comprehensive Keyboarding | 2 | 2 | 0 | 3 |
| or |  |  |  |  |  |
| OST-132 | Keyboard Skill Building | 1 | 2 | 0 | 2 |
| OST137 | Office Applications I | 2 | 2 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **12** | **4** | **0** | **15** |

**SPRING SEMESTER 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| OMT156 | Problem-Solving Skills | 3 | 0 | 0 | 3 |
| OST136 | Word Processing | 2 | 2 | 0 | 3 |
| OST164 | Office Editing | 3 | 0 | 0 | 3 |  |  |  |  |
| OST171 | Intro. To Virtual Office | 2 | 2 | 0 | 3 |
|  | Math Elective | 2 | 2 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **12** | **6** | **0** | **15** |

**SUMMER SEMESTER 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| OST134 | Text Entry & Formatting | 2 | 2 | 0 | 3 |
|  | Communications Elective | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **5** | **2** | **0** | **6** |

**FALL SEMESTER 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| OST145 | Social Media for Office Prof | 2 | 2 | 0 | 3 |
| OST181 | Office Procedures | 2 | 2 | 0 | 3 |
| OST236 | Adv Word Processing | 2 | 2 | 0 | 3 |
| OST286 | Professional Development | 3 | 0 | 0 | 3 |
|  | Humanities/Fine Arts Elective | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **12** | **6** | **0** | **15** |

**SPRING SEMESTER 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| OST233 | Office Publications Design | 2 | 2 | 0 | 3 |
| OST289 | Office Admin Capstone | 2 | 2 | 0 | 3 |
|  | Major Elective | 5 | 2 | 0 | 6 |
|  | Soc/Behavioral Science Elective | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **12** | **6** | **0** | **15** |

**TOTAL REQUIRED CREDITS.... 66**

**Work-Based Learning Option**: Qualified students may elect to take up to two (2) credit hours of Work-Based Learning in lieu of

 a Major elective provided they acquire approval from the Work-Based Learning Coordinator and the Department

Chairperson.

\*Note: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.