**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**OFFICE ADMINISTRATION/**

**OFFICE DOCUMENTS SPECIALIST CERTIFICATE (C25370C3)**

Effective: Fall 2024

Revised: 01/31/24

The Office Documents Specialist certificate is designed to give individuals the opportunity to acquire basic skills necessary for entry-level employment in today's modern office.

This certificate program covers keyboarding, basic and advanced Microsoft Office Word, Access, and Excel.

Upon completion of this program, students should be able to use these basic skills for entry-level employment or transfer the course credits to the Office Administration program for an Associate of Applied Science degree.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**Fall Semester**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| \*OST130 | Comprehensive Keyboarding | 2 | 2 | 0 | 3 |
| or |  |  |  |  |  |
| \*OST131 | Keyboarding | 1 | 2 | 0 | 2 |
| or |  |  |  |  |  |
| \*OST132 | Keyboard Skill Building | 1 | 2 | 0 | 2 |
| \*\*OST136 | Word Processing | 2 | 2 | 0 | 3 |
| OST137 | Office Applications I | 2 | 2 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **5** | **6** | **0** | **8** |

**SPRING SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| OST134 | Text Entry & Formatting | 2 | 2 | 0 | 3 |
| OST171 | Intro to Virtual Office | 2 | 2 | 0 | 3 |
| OST236 | Adv Word Processing | 2 | 2 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **6** | **6** | **0** | **9** |

# TOTAL REQUIRED CREDITS.... 17

**Work-Based Learning Option:** NA

**\*First 8 weeks**

**\*\*Second 8 weeks**