**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**OFFICE ADMINISTRATION/**

**OFFICE ASSISTANT CERTIFICATE (C25370H1)**

Effective: Fall 2014

Revised: 03/06/14

The Office Assistant high school 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, records management, word processing, and office software applications.

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

Award: Certificate

**Fall Semester**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| \*OST131 | Keyboarding | 1 | 2 | 0 | 2 |
| \*\*OST136 | Word Processing | 2 | 2 | 0 | 3 |
| OST164 | Text Editing Applications | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **5** | **6** | **0** | **8** |

**SPRING SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| OST137 | Office Software Applications | 3 | 0 | 0 | 3 |
| OST184 | Records Management | 2 | 2 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **4** | **4** | **0** | **6** |

# TOTAL REQUIRED CREDITS.... 14

**Work-Based Learning Option:** NA

**\*First 8 weeks**

**\*\*Second 8 weeks**

PROGRAM FACT SHEET

**OFFICE ADMINISTRATIONA25370**

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communications, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on nontechnical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisory to middle management positions.

**Awards**

|  |  |
| --- | --- |
| **Associate Degree**: Office Administration (A25370) | **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:** 2 Semesters  **Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Office Finance Specialist Certificate (C25370C2) | **Length of Program:** 3 Semesters  **Prerequisite:** High School Diploma & 1 Unit of Algebra, Placement Test Equivalent |
| **Certificate:** Office Documents Specialist Certificate (C25370C3) | **Length of Program:** 2 Semesters  **Prerequisite:** High School Diploma, Placement Test Equivalent |
| **Certificate:** Office Assistant Certificate (C25370H1) | **Length of Program:** 2 Semesters  **Prerequisite:** |

**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:**

|  |  |
| --- | --- |
| Curriculum Chairperson: Lisa Bailey  Telephone Number: (910) 678-8361  Office Location: Cumberland Hall, Room 348F  Email: [baileyl@faytechcc.edu](mailto:baileyl@faytechcc.edu) | Department Office: Cumberland Hall, Room 377B  Telephone: (910) 678-8292  FTCC 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:**

See Child Care Associate, Early Childhood Center, Room 210; Telephone: (910) 678-8486

Revised: 08/07/17