

Awards

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
Certificate:	Basic Office Administration (C25370C1)
Length of Program:	1 Semester
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

Program Information Contact

Department Chairperson

Lisa Fagan
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Rev. 01/31/24

Other Important Information

Application Deadlines: The program only admits students in 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.



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OFFICE ADMINISTRATION/ LEGAL OFFICE



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*Fayetteville Technical
Community College*

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An Equal Opportunity Employer

PROGRAM FACT SHEET OFFICE ADMINISTRATION/ LEGAL OFFICE (A25370L)



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.



FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE OFFICE ADMINISTRATION/LEGAL OFFICE (A25370L)

Effective: 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
ACA	120	Career Assessment	1	0	0	1
or						
ACA	122	College Transfer Success	0	2	0	1
BUS	137	Principles of Management	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MKT	223	Customer Service	3	0	0	3
OST	130	Comp Keyboarding	2	2	0	3
or						
OST	132	Keyboarding Skill Building	1	2	0	2
OST	137	Office Applications I	2	2	0	3
		TOTALS	12	4	0	15

SPRING SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	136	Word Processing	2	2	0	3
OST	155	Legal Terminology	3	0	0	3
OST	164	Office Editing	3	0	0	3
		Humanities/Fine Arts Elec	3	0	0	3
		Math Elective	2	2	0	3
		TOTALS	13	4	0	15

SUMMER SEMESTER 1

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	134	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
BUS	240	Business Ethics	3	0	0	3
OST	156	Legal Office Procedures	2	2	0	3
OST	236	Adv Word Processing	2	2	0	3
OST	251	Legal Doc. Formatting	2	2	0	3
OST	286	Professional Development	3	0	0	3
		TOTALS	12	6	0	15

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
BUS	115	Business Law I	3	0	0	3
OST	289	Office Admin Capstone	2	2	0	3
		Soc/Behav Sci Elective	3	0	0	3
		Major Elective	5	2	0	6
		TOTALS	13	4	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.