Awards

Associate Degree: Length of Program: Prerequisite:

General Office Administration (A25370G)

5 Semesters

High School Diploma, Placement Test

Equivalent

Associate Degree: Length of Program: Office Finance (A25370F)

5 Semesters

Prerequisite: High School Diploma, Placement Test

Equivalent

Associate Degree: Length of Program: Legal Office (A25370L)

5 Semesters Prerequisite:

High School Diploma, Placement Test

Equivalent

Diploma: Not Applicable

Certificate: Basic Office Management (C25370C1)

1 Semester

Length of Program: 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

Placement Test Equivalent Prerequisite:

Program Information Contact

Department Chairperson

Lisa Fagan (910) 678-8361

Cumberland Hall. Room 377-G faganl@faytechcc.edu

www.faytechcc.edu

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:

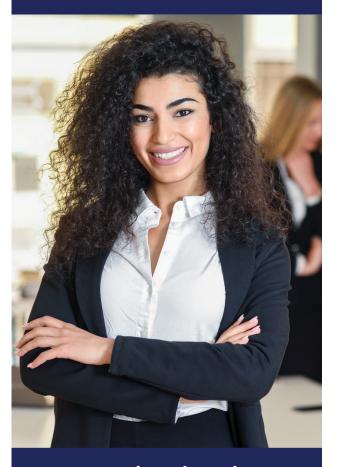
Scholarships/Title IV Financial Aid/Veteran's assistance may be available for associate degrees. Certificates and diplomas that fall under this program/area of study may or may not be eligible for Scholarship/Title IV Financial Aid/VA Services. Please contact the Financial Aid Office, Student Center,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





2201 Hull Road P.O. Box 35236 Favetteville, NC 28303 (910) 678-8400

OFFICE MANAGEMENT/ LEGAL OFFICE



www.faytechcc.edu

Fayetteville Technical Community College

910-678-8400 P.O. Box 35236 • 2201 Hull Road Fayetteville, NC 28303

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PROGRAM FACT SHEET OFFICE MANAGEMENT/ 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 COLLEGEOFFICE MANAGEMENT/LEGAL OFFICE (A25370L)

Effective: Fall 2025 Revised: 01/27/25

Length: 5 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Associate in Applied Science

SUMMER SEMESTER 1

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 OST	155 164	Legal Terminology Office Editing	3 3	0	0	3 3				
		0		-						
		Office Editing	3	0	0	3				
		Office Editing Humanities/Fine Arts Elec	3	0	0	3 3				

	SOIVII	AILLY C	LIVILO I LIX I								
	Prefix	No.	Title	Class	Lab	Clinical					
	OST	134	Text Entry & Formatting	2	2	0	3				
			Communications Elective	3	0	0	3				
			TOTALS	5	2	0	6				
	ΕΛΙΙ	SEME	ESTER 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											
	OPKII 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				
	001	200	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 Coodinator and the Department Chairperson.

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