

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 Management (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

(910) 678-8361

Cumberland Hall, Room 377-G

faganl@faytechcc.edu

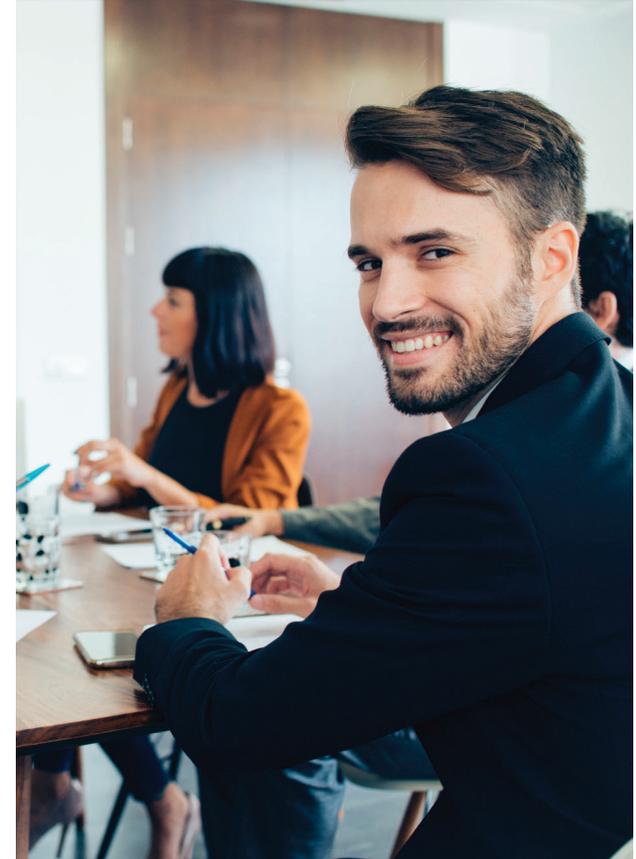
www.faytechcc.edu

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.

OFFICE MANAGEMENT/ OFFICE FINANCE



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PROGRAM FACT SHEET OFFICE MANAGEMENT/ OFFICE FINANCE (A25370F)



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 MANAGEMENT/OFFICE FINANCE (A25370F)

Effective: Fall 2025

Revised: 01/27/25

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
CST	130	Spreadsheet	2	2	0	3
OST	136	Word Processing	2	2	0	3
OST	145	Social Media for Office Prof	2	2	0	3
OST	164	Office Editing	3	0	0	3
		Math Elective	2	2	0	3
TOTALS			11	8	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
ACC	120	Prin of Financial Accounting	3	2	0	4
BUS	240	Business Ethics	3	0	0	3
OST	286	Professional Development	3	0	0	3
		Humanities/Fine Arts Elec	3	0	0	3
		Major Elective	3	0	0	3
TOTALS			15	2	0	16

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
ACC	150	Accounting Software App	1	3	0	2
BUS	125	Personal Finance	3	0	0	3
OST	289	Office Admin Capstone	2	2	0	3
		Soc/Behav Sci Elective	3	0	0	3
		Major Elective	2	2	0	3
TOTALS			11	7	0	14

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.