



OFFICE ASSISTANT

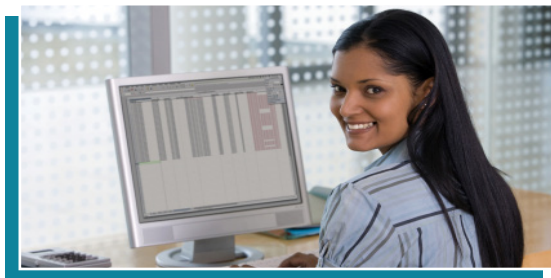


The **Office Assistant** certificate is designed to give individuals the opportunity to acquire basic skills necessary for entry-level employment in today's modern office. This certificate program covers keyboarding, records management, word processing, and office software applications. Upon completion 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.

SEMESTER (16 WKS)	COURSE	NAME	FTCC Credit	High School Credit H=Honors S=Standard
Fall	OST 131	Keyboarding	2	1 S
	OST 136 ^A	Word Processing**	3	1 S
	OST 164	Text Editing Applications*	3	1 S
Spring	OST 137	Offc Software Applications*	3	1 S
	OST 184	Records Management*	3	1 S

^AArticulated course

*SAT, ACT, Accuplacer, PLAN, PSAT, or NC DAP test scores required



High School Connections

High School Connections (HSC) is a partnership between local high schools and Fayetteville Technical Community College that provides seamless dual enrollment educational opportunities for high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills.

HERE'S WHAT YOU NEED TO KNOW

- **Offered:** College Transfer (CT) or Career and Technical Education (CTE) courses. Most CTE programs will lead to a community college certificate.
- **Required:**
 - High School juniors and seniors ONLY
 - Weighted GPA of 3.0 on High School courses or have the recommendation of the high school
 - Testing pre-requisites (i.e. PSAT, PLAN, SAT, ACT, etc)
- **Schedule:** Most classes will run 1:00-3:00 Monday – Friday and will follow the Cumberland County Schools schedule for holidays
- **Transportation:** Provided by Cumberland County Schools to FTCC from each of the ten comprehensive high schools with sufficient enrollment
- **Cost:** Tuition is waived. Students pay textbook/supply cost (uniforms and special equipment)
- **Graduation:** CTE certificate completers will graduate from FTCC in May of each year.
- **More info:** A complete listing of HSC offerings can be found on our website at:

<http://www.faytechcc.edu/academics/high-school-connections>

TO FIND OUT HOW YOU CAN REGISTER FOR HIGH SCHOOL CONNECTIONS CLASSES, SEE YOUR HIGH SCHOOL COUNSELOR TODAY!