**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**OFFICE ADMINISTRATION/**

**BASIC OFFICE ADMINISTRATION CERTIFICATE (C25370C1)**

Effective: Fall 2024

Revised: 01/31/24

The Basic Office Administration 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, customer service, records management, office procedures, 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: 1 Semester

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**Semester 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| MKT223 | Customer Service | 3 | 0 | 0 | 3 |
| OST130 | Comprehensive Keyboarding | 2 | 2 | 0 | 3 |
| or |  |  |  |  |  |
| OST131 | Keyboarding | 1 | 2 | 0 | 2 |
| or |  |  |  |  |  |
| OST132 | Keyboard Skill Building | 1 | 2 | 0 | 2 |
| OST137 | Office Applications I | 2 | 2 | 0 | 3 |
| OST145 | Social Media for Office Prof | 2 | 2 | 0 | 3 |
| OST181 | Office Procedures | 2 | 2 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **10** | **8** | **0** | **14** |

# TOTAL REQUIRED CREDITS.... 14

**Work-Based Learning Option:** NA