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

Rev. 01/27/25

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.

FTCC
FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
2201 Hull Road
PO Box 35236
Fayetteville, NC 28303
(910) 678-8400

OFFICE MANAGEMENT/ GENERAL OFFICE ADMINSTRATION

www.faytechcc.edu

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Fayetteville, NC 28303

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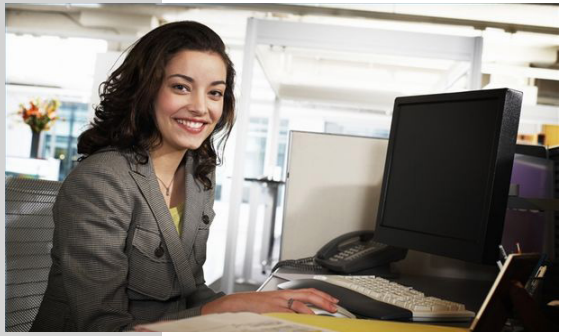
PROGRAM FACT SHEET
OFFICE MANAGEMENT/GENERAL OFFICE ADMINISTRATION (A25370G)

The Office Management 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/GENERAL OFFICE ADMINISTRATION (A25370G)
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
OMT	156	Problem-Solving Skills	3	0	0	3
OST	136	Word Processing	2	2	0	3
OST	164	Office Editing	3	0	0	3
OST	171	Intro to Virtual Office	2	2	0	3
		Math Elective	2	2	0	3
		TOTALS	**12**	**6**	**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
OST	145	Social Media for Office Prof	2	2	0	3
OST	181	Office Procedures	2	2	0	3
OST	236	Adv Word Processing	2	2	0	3
OST	286	Professional Development	3	0	0	3
		Humanities/Fine Arts Elec	3	0	0	3
		TOTALS	**12**	**6**	**0**	**15**

SPRING SEMESTER 2

Prefix	No.	Title	Class	Lab	Clinical	Credit
OST	233	Office Publications Design	2	2	0	3
OST	289	Office Admin Capstone	2	2	0	3
		Major Elective	5	2	0	6
		Soc/Behav Sci Elective	3	0	0	3
		TOTALS	**12**	**6**	**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.

Refer to the FTCC website for the most current information. Go to www.faytechcc.edu and click on College Catalog.