

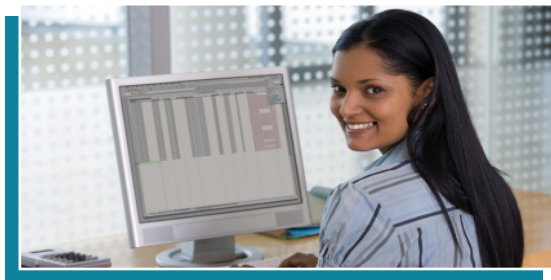


OFFICE ADMINISTRATION/LEGAL OFFICE FOUNDATIONS



The Office Administration/Legal Office Foundations 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 155	Legal Terminology	2	1 S
	BUS 115	Business Law I	3	1 S
Spring	OST 137	Office Applications I	3	1 S
	OST 181	Office Procedures	3	1 S



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
 - Unweighted GPA of 2.8 on High School Courses
 - OR Testing pre-requisites (i.e. PSAT, SAT, PACT, ACT, etc)
 - OR a waiver letter from the high school (for CTE's without UGETC courses only)
- **Schedule:** Most classes will run 1:00-3:00 Monday – Friday and will follow the Cumberland County Schools schedule for holidays
- **Transportation:** Cumberland County Schools will offer transportation to FTCC from most of their comprehensive high schools. See your counselor for details.
- **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!