



Office Administration Associates Degree, Diploma and Certificates

Program Outcomes

The Office Administration program plays a pivotal role in Caldwell Community College and Technical Institute's mission in Caldwell and Watauga counties by:

- providing effective and affordable instruction in office administration courses
- offering educational opportunities to all who enter "the open door" to improve the educational well-being of individuals and the community.

The mission of the Office Administration program at Caldwell Community College and Technical Institute includes—but is not limited to—the following goals:

- to deliver consistently high-quality instruction
- to provide high-quality office administration courses
- to provide opportunities for students to receive an A.A.S. degree or a diploma in office administration
- to provide quality instruction in all related courses required in the programs
- to provide general interest courses and other instructional services for students

Emphasis is placed on:

- develop proficiency in the use of integrated software
- oral and written communication
- analysis and coordination of office duties and systems
- support topics

Occupational Outlook

The Office Administration curriculum prepares individuals for positions in administrative support careers. The program equips office professionals to respond to the demands of a dynamic, computerized workplace. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions:

- Business
- Government
- Industry

Job classifications range from entry-level to supervisor positions to middle management.

Admission Steps

- Complete CCC&TI admissions application online at cccti.edu
- Submit official high school/GED/AHS transcripts and college transcripts
- Complete FASFA online at www.studentaid.gov
- Meet placement testing requirements
- Meet with advisor to register for classes
- Pay for classes and purchase books from bookstore

Important Contact Information

Admissions

Contact Sara Greene, Admissions Specialist, at 828.726.2706 or sfgreene@cccti.edu for more information and how to complete the enrollment and registration process.

Financial Aid

Contact Financial Aid at 828.726.2713 as soon as possible to inquire and complete your FAFSA. Check your CCC&TI student email frequently to monitor your Financial Aid status.

Program Director

Contact Amy Hall, Director, Director of Business and Administrative Programs, at 828.726-2358 or ahall@cccti.edu

Fall Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
ACA 115		Success & Study Skills	F/S/SS	0	2	1
CIS 110		Introduction to Computers	F/S/SS	2	2	3
MAT 110		Mathematical Measurement and Literacy	F/S/SS	2	2	3
OST 130		Comprehensive Keyboarding	F	2	2	3
OST 159		Office Ethics	F	3	0	3
		Semester Total		9	8	13
Spring Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
ENG 111		Writing and Inquiry	F/S/SS	3	0	3
OST 134	OST 130	Text Entry & Formatting	S	2	2	3
OST 136 (1st 8 weeks)		Word Processing	S	2	2	3

OST 164		Office Editing	S	3	0	3
OST 236 (2nd 8 weeks)	OST 136	Advanced Word Processing	S	2	2	3
		Semester Total		12	6	15
Summer Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
COM 120		Intro to Interpersonal Communication	F/S	3	0	3
HUM Elective		Humanities/Fine Arts Elective	F/S/SS	3	0	3
SS Elective		Social/Behavioral Science Elective	F/S/SS	3	0	3
		Semester Total		9	0	9
Fall Semester II						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
ACC 120		Principles of Financial Accounting I	F/S/SS	3	2	4
BUS 110		Introduction to Business	F/S/SS	3	0	3
CTS 130		Spreadsheet	F	2	2	3
MKT 223		Customer Service	F/S/SS	3	0	3
OST 181		Office Procedures	F	2	2	3
		Semester Total		13	6	16
Spring Semester II						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
ACC 150	ACC 120	Accounting Software Applications	SS	1	2	2
OST 184		Records Management	S	2	2	3
OST 286		Professional Development	S	3	0	3
OST 289	OST 164 & either OST 134 or OST 136	Office Administration Capstone	S	2	2	3
WBL 111		Work-Based Learning I	F/S/SS	0	10	1
		Semester Total		8	16	12
		Total Hours		51	36	65

PROGRAM OFFERINGS – Office Administration Diploma Program (D25310)

Fall Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CTS 130		Spreadsheet	F	2	2	3
MKT 223		Customer Service	F/S/SS	3	0	3
OST 130		Comprehensive Keyboarding	F	2	2	3
OST 159		Office Ethics	F	3	0	3
OST 181		Office Procedures	F	2	2	3
		Semester Total		12	6	15
Spring Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
OST 134	OST 130	Text Entry and Formatting	S	2	2	3
OST 136		Word Processing	S	2	2	3
OST 164		Office Editing	S	3	0	3
OST 236	OST 136	Advanced Word Processing	S	2	2	3
OST 286		Professional Development	S	3	0	3
		Semester Total		12	6	15
Summer Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
COM 120		Intro to Interpersonal Communication	F/S	3	0	3
ENG 111		Writing and Inquiry	F/S/SS	3	0	3
		Semester Total		6	0	6
		Total Hours		30	12	36

PROGRAM OFFERINGS – Office Administration Receptionist (C25370R)

Fall Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CTS 130		Spreadsheet	F	2	2	3
OST 130		Comprehensive Keyboarding	F	2	2	3

		Semester Total		4	4	6
Spring Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
OST 136		Word Processing	S	2	2	3
OST 164		Office Editing	S	3	0	3
OST 184		Records Management	S	2	2	3
OST 286		Professional Development	S	3	0	3
		Semester Total		10	4	12
		Total Hours		14	8	18

PROGRAM OFFERINGS –Office Administration
Word Processing Clerk Certificate Program (C25370W)

Fall Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CIS 110		Introduction to Computers	F/S/SS	2	2	3
OST 130		Comprehensive Keyboarding	F	2	2	3
		Semester Total		4	4	6
Spring Semester I						
<u>CRN</u>	<u>Prerequisite</u>	<u>Course Name</u>	<u>Offered</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>
OST 134	OST 130	Text Entry & Formatting	S	2	2	3
OST 136 (1st 8 wks)		Word Processing	S	2	2	3
OST 164		Office Editing	S	3	0	3
OST 236 (2nd 8 wks)		Advanced Word Processing	S	2	2	3
		Semester Total		9	6	12
		Total Hours		13	10	18

COST

	Associate	Diploma	Certificate
Tuition (\$76/credit hour)	Fall Semester I \$988 Spring Semester I \$1,140 Summer Semester I \$684 Fall Semester II \$1,216 Spring Semester II \$912 Tuition Total \$4,940	Fall Semester I \$1,140 Spring Semester I \$988 Summer Semester I \$684 Tuition Total \$2,812 This program is designed to be completed in 12 months	Fall Semester I \$684 Spring Semester I \$684 Tuition Total \$1,368 This program is designed to be completed in 10 months.
Additional Fees	\$35 campus activity fee (each semester) \$2/per course (max \$10 per semester) campus service fee \$2 (per semester) student accident insurance Total (per semester) \$47	\$35 campus activity fee (each semester) \$2/per course (max \$10 per semester) campus service fee \$2 (per semester) student accident insurance Total (per semester) \$47	\$35 campus activity fee (each semester) \$2/per course (max \$10 per semester) campus service fee \$2 (per semester) student accident insurance Total (per semester) \$47
Textbooks (purchased from CCC&TI Bookstore)	varies	varies	varies
Graduation Fee	\$25	\$25	\$25
Total	approximately \$5,200	approximately \$2,978	approximately \$1,487