



OFFICE ADMINISTRATION

Associate of Applied Science | Diploma | Certificate

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace

To learn more visit www.piedmontcc.edu/office

Overview OFFICE ADMINISTRATION

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills. Students will also develop proficiency in the latest Microsoft Office applications, and will have the opportunity to earn certificates (recognized worldwide) in Word, Excel, Access, and PowerPoint.

Outlook for EMPLOYMENT

Graduates should qualify for employment in a variety of positions in business, government and industry. Job classifications range from entry-level to supervisor to middle management.

Executive Secretaries
Administrative Assistants
Office Manager
Secretary

COURSES

Required Courses for Program	AAS	DIP	CERT ¹	CERT ²
ACA 111 College Student Success *				
ACA 122 College Transfer Success *				
BUS 110 Introduction to Business				
BUS 115 Business Law I				
BUS 121 Business Math				
CIS 110 Introduction to Computers				
COM 231 Public Speaking				
CTS 125 Presentation Graphics				
CTS 130 Spreadsheet				
DBA 110 Database Concepts				
ENG 111 Writing and Inquiry				
MAT 143 Quantitative Literacy				
OST 131 Keyboarding				
OST 134 Text Entry & Formatting				
OST 136 Word Processing				
OST 164 Text Editing Applications				
OST 181 Introduction to Office Systems				
OST 184 Records Management				
OST 233 Office Publications Design				
OST 135 Adv Text Entry & Formatting				
OST 153 Office Finance Solutions				
OST 289 Administrative Mgt **				
PSY 150 General Psychology				
SPA 120 Spanish for the Workplace				
WBL 111 Work-Based Learning I **				
XXX Humanities/Fine Arts Elective				
Total Semester Hours Required for Degree	67-69	42	17	17

Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.

AAS = Associate in Applied Science DIP = Diploma
 CERT¹ = Certificate CERT² = Certificate (Office Specialist)

Denotes required for degree completion

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Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.



Merlette Walker

Program CONTACTS

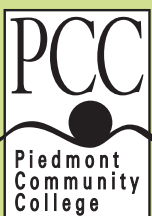
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Person County Campus - C101

Walter Montgomery, Dean
(336) 322-2258
walter.montgomery@piedmontcc.edu
Person County Campus - L119

ASSOCIATE OF APPLIED SCIENCE Suggested Course Sequence Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 111	College Student Success OR	1	0	0	1
ACA 122	College Transfer Success	0	2	0	1
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Writing and Inquiry	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 181	Introduction to Office Systems	2	2	0	3
XXX	Humanities/Fine Arts Elective	3	0	0	3
		14-15	6-8	0	18
SPRING SEMESTER					
BUS 121	Business Math	2	2	0	3
MAT 143	Quantitative Literacy	2	2	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3
PSY 150	General Psychology	3	0	0	3
CTS 125	Presentation Graphics	2	2	0	3
		14	8	0	18
FALL SEMESTER					
BUS 115	Business I	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
COM 231	Public Speaking	3	0	0	3
OST 136	Word Processing	2	2	0	3
OST 184	Records Management	2	2	0	3
		14	9	0	18
SPRING SEMESTER					
WBL 111	Work Based Learning I OR	0	0	10	1
OST 289	Administrative Mgt	2	2	0	3
SPA 120	Spanish for the Workplace	3	0	0	3
OST 233	Office Publications Design	2	2	0	3
OST 135	Adv Text Entry & Formatting	2	2	0	3
OST 153	Office Finance Solutions	2	2	0	3
		9-11	6-8	0-10	13-15
		51-54	29-33	0-10	67-69

**TOTAL SEMESTER HOURS
REQUIRED FOR ASSOCIATE DEGREE: 67-69**



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(336) 599-1181

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707