



# 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/officeadmin](http://www.piedmontcc.edu/officeadmin)

## 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	C1	C2
ACA 111 College Student Success <b>OR</b>	✓	✓		
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 Office Editing	✓	✓		
OST 181 Introduction to Office Systems	✓	✓	✓	
OST 184 Office Procedures	✓	✓	✓	
OST 233 Office Publications Design	✓			
OST 135 Adv Text Entry & Format	✓	✓		
OST 153 Office Finance Solutions	✓			
OST 289 Office Admin Capstone	✓			
PSY 150 General Psychology	✓			
SPA 120 Spanish for the Workplace	✓			
WBL 111 Work-Based Learning I	✓			
XXX Humanities/Fine Arts Elective	✓			
<b>Semester Hours Required for Degree</b>	<b>67/69</b>	<b>42</b>	<b>17</b>	<b>17</b>

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

C1 = Certificate      C2 = 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.

## Program CONTACTS

Merlette Walker  
(336) 322-2171  
merlette.walker@piedmontcc.edu  
Person County Campus - C101

Alisa Montgomery, Dean  
(336) 322-2213  
alisa.montgomery@piedmontcc.edu  
Person County Campus - L111

## ASSOCIATE OF APPLIED SCIENCE Suggested Course Sequence Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
<b>FALL SEMESTER</b>					
ACA 111	College Student Success <i>OR</i>	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	Office Procedures	2	2	0	3
XXX	Humanities/Fine Arts Elective	3	0	0	3
		<b>14-15</b>	<b>6-8</b>	<b>0</b>	<b>18</b>

### 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	Office Editing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
CTS 125	Presentation Graphics	2	2	0	3
		<b>14</b>	<b>8</b>	<b>0</b>	<b>18</b>

### 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
		<b>14</b>	<b>9</b>	<b>0</b>	<b>18</b>

### SPRING SEMESTER

WBL 111	Work Based Learning I	0	0	10	1
OST 289	Office Admin Capstone	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
		<b>9-11</b>	<b>6-8</b>	<b>0-10</b>	<b>13-15</b>
		<b>51-54</b>	<b>29-33</b>	<b>0-10</b>	<b>67-69</b>

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



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1715 College Drive  
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**Caswell County Campus**  
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