

# 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 complete courses designed to develop proficiency in using 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.

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 to supervisory. With appropriate work experience, graduates may apply for certification as a Certified Professional Secretary® (CPS®)/Certified Administrative Professional® (CAP®) through the International Association of Administrative Professionals (IAAP). Students are also encouraged to take the Microsoft Office Specialist certification exams.

For specific information about potential positions and wages in office administration employment, visit the Central Piedmont Career Coach website.

## Office Administration (A25370)

### Degree Awarded

The Associate in Applied Science Degree - Office Administration is awarded by the college upon completion of this program.

### Admissions

- Complete an admissions application to Central Piedmont.
- Submit a high school transcript and any college transcripts.
- Take the required placement tests to determine placement in English (ENG) and mathematics (MAT) courses.
- Contact a navigator on Cato Campus at 704.330.2722 ext. 7801.

### Contact Information

The Office Administration program is in the Business and Accounting Division. For more information, call the Office Administration Program Chair at 704.330.4865 or visit the Office Administration website.

#### General Education Requirements

ENG 111	Writing and Inquiry	3.0
Select one of the following:		3.0
COM 110	Introduction to Communication	
COM 231	Public Speaking	
ENG 112	Writing and Research in the Disciplines	
ENG 113	Literature-Based Research	
ENG 114	Professional Research & Reporting	
Select one of the following:		3.0
MAT 110	Mathematical Measurement and Literacy	
MAT 121	Algebra/Trigonometry I	
MAT 143	Quantitative Literacy	
MAT 152	Statistical Methods I	
MAT 171	Precalculus Algebra	
Select 3 credits of the following:		3.0

ART 111	Art Appreciation	
ART 114	Art History Survey I	
ART 115	Art History Survey II	
DRA 111	Theatre Appreciation	
HUM 120	Cultural Studies	
HUM 130	Myth in Human Culture	
MUS 110	Music Appreciation	
MUS 112	Introduction to Jazz	
PHI 215	Philosophical Issues	
PHI 240	Introduction to Ethics	
REL 110	World Religions	
Select 3 credits of the following:		3.0
ECO 251	Principles of Microeconomics	
ECO 252	Principles of Macroeconomics	
HIS 111	World Civilizations I	
HIS 112	World Civilizations II	
HIS 131	American History I	
HIS 132	American History II	
POL 120	American Government	
PSY 150	General Psychology	
SOC 210	Introduction to Sociology	

#### Major Requirements

OST 130	Comprehensive Keyboarding	3.0
OST 136	Word Processing	3.0
OST 137	Office Applications I	3.0
OST 138	Office Applications II	3.0
OST 159	Office Ethics	3.0
OST 164	Office Editing	3.0
OST 184	Records Management	3.0
OST 171	Intro. to Virtual Office	3.0
OST 286	Professional Development	3.0
OST 289	Office Administration Capstone	3.0

#### Other Major Requirements:

ACA 122	College Transfer Success	1.0
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#### Technical Electives

Select 18 credits of the following:		18.0
OST 122	Office Computations	
OST 131	Keyboarding	
OST 134	Text Entry & Formatting	
OST 135	Advanced Text Entry and Formatting	
OST 138	Office Applications II	
OST 141	Medical Office Terms I	
OST 153	Office Finance Solutions	
OST 236	Advanced Word Processing	
OST 238	Office Applications III	
OST 284	Emerging Technologies	
ACC 115	College Accounting	
ACC 120	Principles of Financial Accounting	
BUS 110	Introduction to Business	
BUS 125	Personal Finance	
BUS 135	Principles of Supervision	
BUS 137	Principles of Management	

BUS 153	Human Resource Management
BUS 240	Business Ethics
BUS 253	Leadership and Management Skills
CIS 110	Introduction to Computers
CTS 112	Windows (TM)
MKT 120	Principles of Marketing
MKT 223	Customer Service
MKT 232	Social Media Marketing
WBL 111	Work-Based Learning I
WBL 112	Work-Based Learning I
WBL 122	Work-Based Learning II
SPA 111 & SPA 181	Elementary Spanish I and Spanish Lab 1
Total Credits	64

There are no diplomas offered in this program.

## Office Administration Certificates (C25370)

- Office Administration Certificate with a Specialization in Receptionist Skills (C25370-C1) (p. 2)
- Office Administration Specialist Certificate (C25370-C5) (p. 2)

### Office Administration Certificate with a Specialization in Receptionist Skills (C25370-C1)

The Receptionist curriculum prepares individuals to receive and route telephone calls, greet visitors and handle filing, mailing, copying, and faxing. In addition, students would possess basic keyboarding and computer skills. The courses in this certificate can be applied toward the A.A.S. degree in Office Administration.

Graduates should qualify for entry-level employment in administrative assistant and office assistant related positions in business, government, and industry.

This certificate is available to students enrolled in Career & College Promise.

### Certificate Awarded

The Certificate in Receptionist Skills – Office Administration is awarded by the college upon completion of this program.

### Admissions

- A high school diploma or equivalent is required.

### Contact Information

The Receptionist Skills Certificate is in the Business and Accounting Division. For more information, call the Office Administration Program Chair at 704.330.4865 or visit the Office Administration website.

#### Major Requirements

OST 130	Comprehensive Keyboarding	3.0
OST 136	Word Processing	3.0
OST 137	Office Applications I	3.0
OST 159	Office Ethics	3.0
OST 164	Office Editing	3.0
Total Credits		15

## Office Administration Specialist Certificate (C25370-C5)

The Office Administration Specialist curriculum prepares individuals for entry-level and more advanced positions in a professional office environment by developing the following skills:

- # Email functions: scheduling appointments and meetings, creating contacts, maintaining calendars
- # Career strategies
- # Introduction to Computers
- # Processing electronic documents

Graduates should qualify for entry-level and more advanced employment in administrative specialist, office coordinator, and office manager related positions in business, government, and industry.

The courses in this certificate can be applied toward the A.A.S. degree in Office Administration.

This certificate is available to students enrolled in Career & College Promise.

### Certificate Awarded

The Office Administration Specialist Certificate is awarded by the college upon completion of this program.

### Admissions

- A high school diploma or equivalent is required.

### Contact Information

The Office Administration Specialist Certificate is in the Professional Careers Division. For more information, call the Office Administration Program Chair at 704.330.4865 or visit the Office Administration website.

#### Major Requirements

OST 137	Office Applications I	3.0
OST 138	Office Applications II	3.0
OST 184	Records Management	3.0
OST 286	Professional Development	3.0
Total Credits		12

The following is the suggested plan for when to take each course to complete the Associate in Applied Science degree, based on the program requirements of the 2022-2023 catalog. This is only a recommendation — you may take courses in another order upon consultation with your advisor. This plan is based on you starting with college-level math and English courses, starting your program in the fall, and attending full-time. You can also follow this sequence if you attend part-time. Speak with an advisor about the plan and any questions. This program might also offer diplomas or certificates; visit the catalog or contact the program for details.

Office Administration suggested course sequence