OFFICE ADMINISTRATION

BUSINESS & TECHNOLOGY PROGRAMS

Customer Service Track

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the area of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject are selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.





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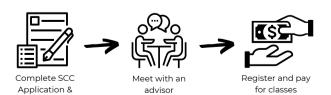




ST 1981	Program Checklist					
	Program Title:	Office Administration - Customer Service				
	Effective Date:	Fall 2023				
	Student Name:		Student ID:			

E110 002	Transition English							
MAT 003	Transition Math							
Course Prefix	State of the state		Credit Hours	Degree (A25370CS)	Diploma (D25370)	Office Admin. Certificate (C25370OA)	Office Admin. HS (C25370HS)	Grade
Fall Semeste	103400 (1024) 10 (1024) 10 (1024)						,	
ACA 122 College Transfer Success				х	Х			
CSV 110	Intro to Customer Service			х				
OST 164	Office Editing			х	Х		х	
Program Elective			3	Х		CTS 130		
Total Control of the Control of the Control	nces/Math: Choose One: BIO-111, BIO-	140, BIO-168,	3-4	х		Proceedings Services And S		
	AT-110, MAT-143, MAT-152, MAT-171		1=10,000					
ENG 111	Writing and Inquiry	70/3 St. 000/34 200/40	3	Х	Х	5001	20	
		Total Credit Hours		16-17	10	3	3	
Spring Seme	ster I							
OST 181	Office Procedures			Х	Х	Х	Х	
Program Elective			3	Х		OST 132 (2)		
Program Elective			3	Х	Х			
Program Ele	Program Elective			Х	Х			
Communications: Choose One: COM 110, COM-120, COM-231, ENG- 112, ENG-114			3	х	x			,
112, 1110-11	4	Total Credit Hours		15	12	5	3	
Summer Sen	nester I				CONTRACT	1.75)		
OST 136				х	х	х		
OST 137	Office Applications I		3	Х	X	Х	х	
MESSACO CONSPICE		Total Credit Hours	55034	6	6	6	3	
Fall Semeste	er II			Ti.		30		
OST 286	Professional Development		3	х			х	
	Program Elective			х	Х			
Program Elective			3	х	Х			
1000000	Program Elective			х	Gen.	WBL 111		
	vioral Sciences: Choose One: ECO-251,	ECO-252, HIS-111,						
HIS-112, HIS	-121, HIS-131, HIS-132, POL-120, PSY-1	.50, SOC-210, SOC-	3	х				
220, SOC-22	5							
02 03 1000		Total Credit Hours		13	6	1	3	
Spring Seme	ster II							
OST 289	Office Admin Capstone		3	Х	Х			
BUS 260	Business Communications		3	Х				
Program Elective			3	Х	Х			
Program Elective			3	X				
Humanities/Fine Arts: Choose One: ART-111, ART-114, ART-115, DRA-111, DRA-115, ENG-231, ENG-232, ENG-241, ENG-242, HUM-115, MUS-110, MUS-112, PHI-240, REL-110, REL-211, REL-212, REL-221		3	х					
Total Credit Hours			15	6	0	0		

Program Electives: (Choose 25 credits from prefixes: ACC, BUS, CIS, CSV, CTS, DBA, OST, SPA-111, WBL)



CoDE Transition Courses:

Transition English

ENG 002

Dates Awarded: Total Credits:

FAFSA

Grade

Admissions:

15

12

37

910.900.4319 I admissions@sampsoncc.edu

Financial Aid:

910.900.4320 I finaid@sampsoncc.edu

Academic Success Center:

910.900.4309

Sampson Community College I 1801 Sunset Ave, Clinton, NC 28328 I 910.592.8081 I www.sampsoncc.edu

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Sampson Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree. Sampson Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Sampson Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The Board of Trustees and the Administration of Sampson Community College (SCC) are fully committed to the principles and practice of equal employment and educational opportunities. Accordingly, SCC does not practice or condone discrimination in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability, or political affiliation. SCC commits itself to positive action to secure equal opportunity regardless of those characteristics.