

# SAMPSON COMMUNITY COLLEGE

## 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.



#### **BENITA HAYES,**

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Office Administration Programs  
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**BEGIN HERE**  
*go anywhere*

910.592.8081 | [sampsoncc.edu](http://sampsoncc.edu)



Program Checklist							
Program Title: Office Administration- Customer Service							
Effective Date: Fall 2023							
Student Name:				Student ID:			
CoDE Transition Courses:		Grade					
ENG 002	Transition English						
MAT 003	Transition Math						
Course Prefix	Course Title	Credit Hours	Degree (A25370CS)	Diploma (D25370)	Office Admin. Certificate (C25370OA)	Office Admin. HS (C25370HS)	Grade
<b>Fall Semester I</b>							
ACA 122	College Transfer Success	1	X	X			
CSV 110	Intro to Customer Service	3	X				
OST 164	Office Editing	3	X	X		X	
Program Elective		3	X		CTS 130		
Natural Sciences/Math: Choose One: BIO-111, BIO-140, BIO-168, CHM-151, MAT-110, MAT-143, MAT-152, MAT-171		3-4	X				
ENG 111	Writing and Inquiry	3	X	X			
<b>Total Credit Hours</b>			16-17	10	3	3	
<b>Spring Semester I</b>							
OST 181	Office Procedures	3	X	X	X	X	
Program Elective		3	X		OST 132 (2)		
Program Elective		3	X	X			
Program Elective		3	X	X			
Communications: Choose One: COM 110, COM-120, COM-231, ENG-112, ENG-114		3	X	X			
<b>Total Credit Hours</b>			15	12	5	3	
<b>Summer Semester I</b>							
OST 136	Word Processing	3	X	X	X		
OST 137	Office Applications I	3	X	X	X	X	
<b>Total Credit Hours</b>			6	6	6	3	
<b>Fall Semester II</b>							
OST 286	Professional Development	3	X			X	
Program Elective		3	X	X			
Program Elective		3	X	X			
Program Elective		1	X		WBL 111		
Social/Behavioral Sciences: Choose One: ECO-251, ECO-252, HIS-111, HIS-112, HIS-121, HIS-131, HIS-132, POL-120, PSY-150, SOC-210, SOC-220, SOC-225		3	X				
<b>Total Credit Hours</b>			13	6	1	3	
<b>Spring Semester II</b>							
OST 289	Office Admin Capstone	3	X	X			
BUS 260	Business Communications	3	X				
Program Elective		3	X	X			
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	X				
<b>Total Credit Hours</b>			15	6	0	0	
<b>Dates Awarded:</b>							
<b>Total Credits:</b>			65-66	37	15	12	

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



Complete SCC  
Application &  
FAFSA



Meet with an  
advisor



Register and pay  
for classes

#### Admissions:

910.900.4319 | admissions@sampsoncc.edu

#### Financial Aid:

910.900.4320 | finaid@sampsoncc.edu

#### Academic Success Center:

910.900.4309

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

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](http://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.