

SAMPSON COMMUNITY COLLEGE

OFFICE ADMINISTRATION

BUSINESS & TECHNOLOGY PROGRAMS

Office Software 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,

Department Chair
Office Administration Programs
910-900-4021
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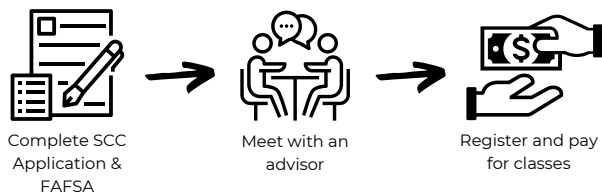
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Program Checklist							
Program Title: Office Administration- Office Software							
Effective Date: Fall 2023							
Student Name:				Student ID:			
CoDE Transition Courses:		Grade					
ENG 002	Transition English						
MAT 003	Transition Math						
Course Prefix	Course Title	Credit Hours	Degree (A253700S)	Diploma (D25370)	Office Admin. Certificate (C253700A)	Office Admin. HS (C25370HS)	Grade
Fall Semester I							
ACA 122	College Transfer Success	1	X	X			
OST 164	Office Editing	3	X	X		X	
CTS 130	Spreadsheet	3	X		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				
Natural Sciences/Math: Choose one: BIO-111, BIO-140, BIO-168, CHM-151, MAT-110, MAT-143, MAT-152, MAT-171		3-4	X				
Communications: Choose one: COM-110, COM-120, COM-231, ENG-111, ENG-112, ENG-114		3	X	X			
Total Credit Hours			16-17	7	3	3	
Spring Semester I							
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-111, ENG-112, ENG-114		3	X	X			
Total Credit Hours			15	12	5	3	
Summer Semester I							
OST 136	Word Processing	3	X	X	X		
OST 137	Office Applications I	3	X	X	X	X	
Total Credit Hours			6	6	6	3	
Fall Semester II							
OST 138	Office Application II	3	X				
OST 236	Advanced Word Processing	3	X				
Program Elective		3	X	X		OST 286	
Program Elective		3	X	X			
Program Elective		1	X		WBL 111		
Total Credit Hours			13	6	1	3	
Spring Semester II							
OST 289	Office Admin Capstone	3	X	X			
Program Elective		3	X	X			
Program Elective		3	X				
Program Elective		3	X				
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				
Total Credit Hours			15	6	0	0	
Dates Awarded:							
Total Credits:			65-66	37	15	12	

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



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).

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.