

OFFICE ADMINISTRATION

ABOUT THIS PROGRAM

The Office Administration program prepares students to be successful in a professional office setting. Studies include office management, computer applications, critical thinking, communications, event planning and other professional skills needed in an office environment. There are a wide variety of areas ranging from data entry to middle management positions awaiting students who successfully complete the Office Administration program.



POSSIBLE JOB TITLES:

- Administrative Assistant
- Data-Entry Technician
- Word Processor/Typist
- Office Clerk
- Receptionist
- Information Clerk

MEDIAN SALARY:

\$34,040 annually (General Office Clerk);
\$30,050 annually (Receptionist)

BUREAU OF LABOR STATISTICS CLUSTER WEBSITE:

www.bls.gov/ooh/office-and-administrative-support/home.htm

JOB PLACEMENT OF RECENT GRADUATES OF THIS PROGRAM:

- BelFlex
- Sanford Contractors

SKILLS/APTITUDES NEEDED FOR PROGRAM:

- Communication Skills
- Basic Computer Literacy
- Organizational Skills



www.cccc.edu

DEGREE(S)

Associate in Applied Science in Office Administration (A25370; Lee Main Campus - Day, Harnett Main Campus - Day; Selected Distance Courses) – five semesters (summer included)

DIPLOMA(S)

Diploma in Office Administration (D25370; Lee Main Campus - Day, Harnett Main Campus - Day; Selected Distance Courses) – four semesters

CERTIFICATE(S)

Certificate in: Information and Word Processing (C25370W0; LMC - Day, HMC - Day) ; Receptionist (C25370R0; LMC - Day, HMC - Day) - two semesters

TRANSFER OPTIONS

None

ADDITIONAL COSTS OF PROGRAM

None

STATE LICENSURE/EXAMS/INDUSTRY CERTIFICATIONS

None

ADDITIONAL ADMISSIONS PROCESS

None

CONTACTS

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