



**Business
Technologies**

OFFICE ADMINISTRATION

ABOUT THE 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 Employment In Industry

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



Top Employers In Region

BelFlex
Sanford Contractors



Occupational Statistics

MEDIAN SALARY:

\$34,040 annually (General Office Clerk)

\$30,050 annually (Receptionist)



CCCC Career Community

Students interested in Business Technologies tend to be analytical, organized, and work well with others and in teams. Graduates find jobs in a wide variety of fields, including law firms, medical offices, financial institutions, management, government, and not-for-profit organizations.

R I A S E X C X



**CENTRAL CAROLINA
COMMUNITY COLLEGE**

www.cccc.edu



Degrees

Associate in Applied Science in Office Administration (A25370; Lee Main Campus - Day, Harnett Main Campus - Day; Selected Distance Courses) Five Semesters (Summer Included)



Diplomas

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



Certificates

Receptionist (C25370R0; LMC - Day, HMC - Day) Two Semesters



Transfer Options

None



Additional Program Costs

None



State Licensure/Exams/ Industry Certifications

None



Additional Admissions Process

None



Skills In Demand For Program And Industry

Communication Skills
Basic Computer Literacy
Organizational Skills



Work-Based Learning Information

A work based learning experience is a required part of this curriculum program. In many instances, this work experience is helpful in seeking employment.



To find all program planning guides, contact information, and more, scan the QR code or visit www.cccc.edu/programs