

## *Administrative Support Assistant Certificate (AS21)*

### DESCRIPTION

The Administrative Support Assistant program prepares individuals to provide administrative support under the supervision of office managers, executive assistants, and other office personnel. Courses include word processing, and office procedures.

### EMPLOYMENT OPPORTUNITIES

Graduates of the Administrative Support Assistant certificate are prepared for employment as data entry clerks, general office assistants and receptionists.

### ADMISSIONS CRITERIA

1. Submit a completed application and application fee;
2. Be at least 16 years of age;
3. Submit official high school transcript or GED transcript;
4. Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

### ADMINISTRATIVE SUPPORT ASSISTANT CURRICULUM

The curriculum for the Administrative Support Assistant certificate program is designed for the semester system. A student may enter the program any semester. Certificate-seeking students must earn a minimum of 20 semester credit hours for completion. The program requires a minimum of 330 contact hours and generally takes 2 semesters to complete.

<u>Program Courses</u>	<u>Credits</u>
<b>Fundamental Occupational Course</b>	<b>3</b>
COMP 1000 – Introduction to Computers (OL)	
<b>Occupational Courses</b>	<b>17</b>
BUSN 1440 – Document Production* (OL)	4
BUSN 1400 – Word Processing* (OL)	4
BUSN 1240 – Office Procedures* (OL)	3
Specific Occupational Guided Electives	6

*(OL) designation indicates course may be available online during selected semesters. \* "C" or higher grade is required for this course.*

### PROGRAM COSTS

Tuition/Fees: \$1,735

Books/Supplies: \$625

*(Costs are estimates and are subject to change.)*

# TOP 10 REASONS

*why OTC is the right choice for you!*

1. Great-paying careers!
2. Strong **job placement!**
3. Affordable tuition with financial aid options you don't have to pay back!
4. Over 100 majors to choose from!
5. Flexible class scheduling: day, evening, and online classes!
6. Faculty with real-world experience
7. Hands-on learning
8. Small class sizes
9. An Associate's Degree, diploma, or certificate in less 2 years or less!
10. We **GUARANTEE** your education!

## GET STARTED TODAY!

1. Select a program! Free career counseling is available.
2. Review the Admissions Checklist and **APPLY** online at [www.ogeecheetech.edu](http://www.ogeecheetech.edu)!
3. Plan for expenses. You can view tuition and fees and available financial aid options online as well.

### **QUESTIONS:**

Contact Admissions at 912.688.6994 or via email at [enrollmentservices@ogeecheetech.edu](mailto:enrollmentservices@ogeecheetech.edu)!

Ogeechee Technical College does not discriminate on the basis of race, color, national origin, gender or disability. The following individuals have been designated to coordinate the College's implementation of nondiscrimination policies: Kelli Waters, Title IX Coordinator, Office 143D, JEK Building, 912.871.1885 and Penny Hendrix, ADA/Section 504 Coordinator, Office 171E, JEK Building, 912.486.7211.