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: introduction to microcomputers, 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
5. Meet the following assessment requirements:

<table>
<thead>
<tr>
<th>TEST</th>
<th>Reading</th>
<th>Writing</th>
<th>Numerical</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCUPLACER</td>
<td>55</td>
<td>60</td>
<td>34</td>
</tr>
<tr>
<td>COMPASS</td>
<td>70</td>
<td>32</td>
<td>26</td>
</tr>
<tr>
<td>SAT</td>
<td>430</td>
<td>NA</td>
<td>400</td>
</tr>
<tr>
<td>ACT</td>
<td>13</td>
<td>12</td>
<td>17</td>
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</tbody>
</table>

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 term. 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 terms to complete.

<table>
<thead>
<tr>
<th>Program Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Courses</td>
<td></td>
</tr>
<tr>
<td>COLL 1010 – College and Career Success Skills (OL)</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1240 – Office Procedures (OL)</td>
<td>3</td>
</tr>
<tr>
<td>BUSN 1400 – Word Processing (OL)</td>
<td>4</td>
</tr>
<tr>
<td>BUSN 1440 – Document Production (OL)</td>
<td>4</td>
</tr>
<tr>
<td>Guided Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

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

PROGRAM COSTS
   Tuition/Fees: $2,516
   Books/Supplies: $800
   (Costs are estimates and are subject to change.)

GAINFUL EMPLOYMENT
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ogeecheetch.edu/gainful_employment.
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!
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!

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