

## GRADUATION REQUIREMENTS

- Complete all required courses specified in the curriculum.
- Achieve a graduation GPA of 2.0 for all required courses with a minimum grade of "C."
- Fulfill all financial obligations to the College.
- Earn at least 25 percent of the total credit hours of curriculum at FDTC. Exceptions can be made only by the Vice President for Academic Affairs.



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Technical College

LAKE CITY SITE



**Administrative  
Office  
Technology**

*Office Support  
Specialist  
Certificate*

**Evening College  
Program**

**Fall**

## *Office Support Specialist Certificate*

The Office Support Specialist program will provide instruction in a short-term program for people who want to enter an office support position without having to complete an Associate Degree. This certificate will provide students training with the latest technological advances to keep skills current, as well as provide traditional job skills for entry or re-entry into the office job market as administrative assistants, receptionists, and other office personnel positions in the executive, medical, or legal fields.

### **Mission**

To provide students with skills in administrative office procedures, customer service, keyboarding, and word processing and prepare individuals for a wide variety of professional careers.

### **Test Scores & Placement**

ACT: 13, Compass Reading: 61,  
SAT: 340

#### **NOTE:**

- Students must have satisfactory ACT, COMPASS, or SAT test scores for entrance into this program.
- Students who do not meet curriculum entrance requirements may be placed in developmental courses to improve basic skills.

### **Prerequisites:**

Interview with Program Advisor, Director, or Sponsor.

Minimum Cumulative GPA of 2.0

### **Academic Standards**

Courses requiring a grade of "C" or better. Any course with the following prefix: (AOT).

### **Courses Required:**

1st Semester:

AOT 105, AOT 133, AOT 134,  
AOT 162

2nd Semester:

AOT 110, AOT 141, AOT 163,  
AOT 180

**Minimum Total  
Credit Hours: 24**