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.

FDTC Lake City Site
278 West Cole Road
Lake City, SC 29560

Phone: 843-394-7233
Fax: 843-394-8191
LakeCity@fdtc.edu

Director:
Paula McLaughlin

www.facebook.com/FDTCLakeCitySite
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.

**Financial Aid**

**Federal Student Aid**
Apply online at www.fafsa.ed.gov to qualify or stop by the Lake City Site for assistance

**Test Scores**
ACT: 13, Compass Reading: 61, SAT: 340
- Students must have satisfactory ACT, COMPASS, or SAT test scores for entrance into this program.

**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