Program	## OFFICE ADMINISTRATION - *Associate in Applied Science (AAS), Diploma, 2 Certificates* - *AAS Day and Evening Program* - *Diploma Day and Evening Program* - *Certificate - Application Specialist - Day, Evening and Online Program* - *Certificate - Front Office - Day and Evening Program* - *Admission Cycle:* Every semester (Fall admission is necessary to complete the degree in five semesters) - *Maximum Number Admitted Annually:* Open
Career Description	Graduates provide administrative support services in a wide variety of fields. Full-time, part-time, and temporary jobs are readily available throughout the world. Duties vary depending on the type of business and the skill-level of the employee, but may include use of word processing, spreadsheets, databases, Web, desktop publishing, and presentation software to create a variety of documents such as letters, memos, slide shows, Web pages, budgets and reports. Also included are planning and scheduling meetings and appointments, making travel arrangements and creating itineraries.
Careers Available	Jobs are available in virtually any industry or business field, from Fortune 500 companies to cruise ships; from manufacturing facilities to malls; from boutiques to chain stores. Some of the titles you may see are Administrative Assistant or Office Assistant, Staff Assistant or Human Resources Assistant, Accounting Assistant.
Entry-Level Salary	$27,000 - $32,000/yr.
Course of Study	Office Administration majors will use the computer to learn/improve touch keying skills and to master Microsoft Office software applications such as Word, Excel, Access, PowerPoint, and Outlook. Students also study specific office skills such as records management and accounting.
Recommended Courses and Skills	Grammar and writing classes, computer applications, keyboarding and bookkeeping.
Helpful Personal Attributes	Excellent interpersonal and communication skills, computer skills, strong analytical decision-making skills, problem-solving skills, and critical-thinking skills. Honesty, reliability, flexibility, and the ability to maintain confidentiality, to multi-task, and to work well under pressure and without supervision are also important.
Program Contact	If you would like additional information about the Office Administration Program, contact Elizabeth Martin, Program Coordinator, at 336.734.7323 or emartin@forsythtech.edu.
How To Get Started	You may pick up an application at the Admissions Office, 123 Allman Center on the Forsyth Tech Main Campus, 2100 Silas Creek Parkway in Winston-Salem. You may also request an application by calling 336.734.7253, or you may apply online at www.forsythtech.edu.