



# 2025 - 2026 Office Management: General Office

**Associate in Applied Science Degrees**

MULTIPLE LOCATIONS | VARIED SEMESTER LENGTHS | NUMEROUS PROGRAMS | FINANCIAL AID



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Courses requiring a grade of "C" or better: ACA, ACC, BUS, CTS, OST and WEB

## Office Management: General Office

The Office Management curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Office Administration is fully online.

### Career Opportunities in Office Administration

A.A.S. Degree Salary Range: \$31,000 - \$40,000  
Diploma Salary Range: \$22,000 - \$25,000  
Administrative Assistant, Office Manager, Executive Secretary, Receptionist, Data Entry Specialist, Administrative Support

Word Processing/Desktop  
Publishing Certificate Salary Range: \$22,800 - \$24,950  
Data Entry Support, Information Processing Assistant, Technical Writer, Technical Publications, Digital Image Processor, Proofreader

Office Management Certificate Salary Range: \$22,800 - \$27,000  
Office Clerk, Office Coordinator, Entry Level Office Manager, Receptionist, Secretary, Customer Service Support

Salaries may vary based on size of business and other factors.

### Total Cost Estimate

**Tuition per Semester (NC Resident)** \$1,216.00 (16+ credit hours)  
\$76.00/credit hour (1-15 hours)

**Computer Use and Technology Fee** \$48/semester

**Activity Fee** Fall and Spring semesters only,  
Main campus and Online, \$35.00

**CAPS Fee (Campus Access, Parking and Security)** \$20/semester

**Matriculation Fee** \$10/semester

**Student Insurance** \$2/Semester

**Additional Fees** including books may incur, please check A-B Tech website for more detail: <https://abtech.edu/program/office-administration-general-aas-cost-estimate>

**Have you applied for Financial aid? Please visit A-B Tech website for instructions:**  
<https://abtech.edu/future-students/financial-aid/applying-aid>

	Course Prefix	Course Name	Credit Hours
First Semester (Fall)	ACA 115	Success & Study Skills	1
	ENG 111	Writing and Inquiry	3
	OST 131	Keyboarding	2
	OST 137	Office Applications I	3
	OST 286	Professional Development	3
Second Semester (Spring)	ACC 120	Prin of Financial Accounting	4
	MAT 110	Math Measurement & Literacy	3
	OST 134	Text Entry & Formatting	3
	OST 136	Word Processing	3
	OST 164	Office Editing	3
Third Semester (Summer)	ACC 140	Payroll Accounting	2
	COM 231	Public Speaking	3
	OST 132	Keyboard Skill Building	2
	PSY 150	General Psychology	3
Fourth Semester (Fall)	BUS 110	Introduction to Business	3
	BUS 137	Principles of Management	3
	CTS 130	Spreadsheet	3
	OST 171	Intro to Virtual Office	3
	WEB 140	Web Development Tools	3
Fifth Semester (Spring)	ACC 150	Accounting Software Appl	2
	HUM 115	Critical Thinking	3
	OST 145	Social Media in Office Prof	3
	OST 289	Office Admin Capstone	3
<b>Program Totals:</b>			<b>65</b>

### Diploma and Certificates Available:

**Office Management Diploma (100% Online)**

**Office Management Certificate (100% Online)**

**Office Management: Virtual Office Certificate (100% Online)**

For more information, please visit:

<https://abtech.edu/programs/academic/office-management>