



OFFICE ADMINISTRATION TECHNOLOGY

Jefferson State
Community College

jeffersonstate.edu/oad

THE PROGRAM:

Programs offered in Jefferson State's Office Administration Technology program prepare students for a variety of office careers in the preparation, reproduction, distribution, storage, and communication of information. Office Administration Technology prepares students for career and/or support positions in specialized areas including medical, accounting, and administrative environments.

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TO LEARN MORE:

[**jeffersonstate.edu/oad**](http://jeffersonstate.edu/oad)



Jefferson State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts, Associate in Science, and the Associate of Applied Science degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Jefferson State Community College.