



## Film Production Administrative Assistant I Certificate (FIT1)- 20 Credit Hours

### Program Description:

Film Production – Administrative Assistant I certificate program will train competent entry-level Film/Video office/administrative production assistants who can successfully get an entry-level job in the film / video production industry or continue with their education goals in one of the other Film Production program areas. Subject matter includes basic training in office procedures and applications, the production process, crew responsibilities and hierarchy, and the Ga. Film Tax Credit process. Hands on labs provide students with real world production simulations.

### Contact:

**Sean Van Dorn**

**Program Coordinator**

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### Website:

<https://sctech.smartcatalogiq.com/en/current/catalog/film-production/fit1-film-production-administrative-assistant-i-technical-certificate-of-credit>

Pre-Certificate Requirements					
Program Specific					
<ul style="list-style-type: none"> <li>GPA 2.0 or higher</li> <li>Spring and Fall entrance at Griffin campus</li> </ul>					
<i>S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer</i>					
✓	Grade	Semester 1	S	CR	Notes & Milestones
		BUSN 1400 Word Processing	ALL	4	
		COLL 1500 Student Success -OR- COMP 1000 Introduction to Computer Literacy	ALL	3	
		FILM 1100 GFA Introduction to On-Set Film Production	ALL	6	
				<b>13</b>	<b>Program Semester Hours</b>
✓	Grade	Semester 2	S	CR	Notes & Milestones
		BUSN 1240 Office Procedures	ALL	3	Prerequisite: COMP 1000
		BUSN 1440 Document Production	ALL	4	<b>Prerequisite:</b> Students enrolling in <a href="#">BUSN 1440</a> are required to take a typing test ability with 25 words per minute accurately, or complete <a href="#">BUSN 1100</a>
				<b>7</b>	<b>Program Semester Hours</b>
Meet with your Academic Advisor to ensure you are viewing the latest and most accurate information.					

**Employment Opportunities:** <https://www.sctech.edu/career-services/>

**Articulation Agreements:** <https://sctech.smartcatalogiq.com/current/catalog/articulation-agreements-between-southern-crescent-technical-college-and-other-colleges>

**Financial Aid by Program:** <https://www.sctech.edu/sctc-programs-by-financial-aid-fund-type/>

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