

# ADMINISTRATIVE SPECIALIZATION - OFFICE ADMINISTRATION, ASSOCIATE IN SCIENCE

**Program Code:** OFASADM

**Meta-Major:** BUSN

**Location(s):** Online

**Delivery Method(s):** Online

**Previous Degree Required:** HS Diploma

**Eligible for Financial Aid:** Yes

**Additional Limited Access Application Process Required:** No

**Program Testing Requirements:** CPT - Common Placement Test (PERT, ACCUPLACER, SAT, ACT)

**Classification of Instructional Programs (CIP) Code:** 52.0204

**Florida Department of Education CIP Code:** '1552020401

Students can only select one major and one specialization. Students may receive a specific A.S./B.A.S. degree only one time. While students may take courses from multiple specializations, however, the degree will be awarded only once.

[Visit the program page for more details and how to apply.](#)

## Specialization Requirements

Code	Title	Credit Hours
<b>General Education Courses</b>		
ENC 1101	Composition 1	3
SPC 2608	Fundamentals of Speech Communication	3
	<a href="#">Humanities Core Requirement</a>	3
	<a href="#">Mathematics Core Requirement</a>	3
	<a href="#">Natural Science Core Requirement</a>	3
	<a href="#">Social/Behavioral Science/Core-Civic Literacy Requirement</a>	3
<b>Major Courses</b>		
CGS 2100	Microcomputer Applications	3
OST 1100	Keyboarding 1	3
OST 1324	Business Math and Office Accounting	3
OST 1384	Customer Service	3
OST 1581	Professional Development in the Work Environment	3
OST 1582	Ethics at Work	3
OST 2335	Business Communications	3
OST 2355	Records Management and Filing	3
OST 1949	Office Administration Co-op	3
or OST 2491	Office Administration Internship	3
<b>Administrative Specialization</b>		
CGS 2571	Microcomputer Applications-Advanced	3
OST 1110	Keyboarding 2	3
OST 2402	Administrative Office Procedures	3
<b>Technical Electives</b>		
<b>6</b>		
OST 1055	Career Planning	
OST 1212	Shorthand	

OST 1791 Digital Information Management

**Total Credit Hours**

**60**

## Learning Outcomes: Office Administration A.S.

1. Perform keyboarding and document processing
  - *Core Ability Supported: Process Information*
2. Demonstrate customer service skills.
  - *Core Ability Supported: Model Ethical and Civic Responsibility*
3. Perform oral and written communication activities
  - *Core Ability Supported: Communicate Effectively*
4. Perform records management activities
  - *Core Ability Supported: Process Information*
5. Perform office management activities
  - *Core Ability Supported: Work Cooperatively*