OFFICE MANAGEMENT (A.S.), ADMINISTRATIVE SPECIALIZATION

Previous Degree Required: HS Diploma
Eligible for Financial Aid: Yes
Delivery Method(s): Online
Location(s): Online
Limited Access: No
Program Testing Requirements: Assessment in Reading, Writing, and Math
Academic Community: BUSN
Program Code: OFASADM
Classification of Instructional Programs (CIP) Code: 52.0204
Florida Department of Education CIP Code: '1552020401

This is a specialization of the A.S. Office Management degree.

Refer to the Office Management (A.S.) overview to find information about this degree, including imbedded College Credit Certificates.

Students should work with an advisor to determine the courses best suited to their plan of study.

Visit the program page for more information.

Program of Study

Code	Title	Credit Hours
General Education Courses		
ENC 1101	Composition 1	3
SPC 2608	Fundamentals of Speech Communication	3
Humanities Core Requirement		3
Mathematics Core Requirement		3
Natural Science Core Requirement		3
Social/Behavioral Science/Core-Civic Literacy Requirement		3
Major Courses		
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 2491	Office Management Internship	3
Administrative Specialization Courses		
CGS 2571	Microcomputer Applications-Advanced	3
OST 1055	Career Planning	3
OST 1110	Keyboarding 2	3
OST 1797	Social Media for Business	3
OST 2402	Administrative Office Procedures	3
Total Hours:		**60**

Note: In accordance with Florida Statute and Florida Administrative Code, students must satisfy the Civic Literacy Graduation Requirement.

Course Sequence

Below is the recommended sequence for taking courses in this degree. Using this guide and meeting with your assigned advisor each term is the key to successful program completion.

Please note that course prerequisites, including required developmental math, reading, or writing, need to be completed to continue on to the more advanced course. Click on the course number to see the requirements.

Code	Title	Credit Hours
ENC 1101	Composition 1	3
OST 1055	Career Planning [Fa,Sp]	3
OST 1100	Keyboarding 1	3
OST 1384	Customer Service	3
CGS 2100	Microcomputer Applications	3
OST 1110	Keyboarding 2	3
OST 2402	Administrative Office Procedures [Fa]	3
OST 1324	Business Math and Office Accounting [Sp]	3
OST 1581	Professional Development in the Work Environment	3
OST 1582	Ethics at Work	3
OST 1797	Social Media for Business [Fa, Sp]	3
SPC 2608	Fundamentals of Speech Communication	3
Mathematics Core Requirement		3
OST 2355	Records Management and Filing [Sp]	3
CGS 2571	Microcomputer Applications-Advanced	3
Humanities Core Requirement		3
Natural Science Core Requirement		3
OST 2335	Business Communications	3
Social/Behavioral Science/Core-Civic Literacy Requirement		3
OST 2491	Office Management Internship [Fa, Sp]	3
Total Hours:		**60**

- If no term is designated, cours is offered every term
Fa Course offered in fall t erm
Sp Course offered in spring term
* Course scheduling may be subject to change

Learning Outcomes

1. Perform oral and written communication activities
   - *Core Ability Supported: Communicate Effectively*
2. Perform keyboarding and document processing
   - *Core Ability Supported: Process Information*
3. Demonstrate filing rules regarding proper names
   - *Core Ability Supported: Process Information*
4. Perform office management activities
   - *Core Ability Supported: Work Cooperatively*
5. Implement strategies for promoting a positive service culture
   - *Core Ability Supported: Model Ethical and Civic Responsibility*