

OFFICE ADMINISTRATION, ASSOCIATE IN SCIENCE

Program Code: OFAS

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

The Office Administration AS degree program has the following related College Credit Certificates (CCCs):

- [Legal Office Management CCC](#)
- [Medical Office Management CCC](#)
- [Office Management CCC](#)
- [Office Specialist CCC](#)
- [Office Support CCC](#)

This program prepares students for office employment. Upon completion of the first year of study, students will be prepared for an entry-level office job and may receive a College Credit Certificate. The second year of study offers further skill development as well as business and general education courses enabling the student to advance in an office career. Students with appropriate education in keyboarding and/or shorthand may substitute a higher level office technology course. Students who have completed keyboarding and shorthand in the Brevard County Public School system should check the articulation agreement under the program acceleration section of the college catalog. Entrance recommendations: Above-average grades in high school English. [Visit the program page for more details and how to apply.](#)

Program Requirements

Code	Title	Credit Hours
General Education Courses		
ENC 1101	Composition 1	3
SPC 2608	Fundamentals of Speech Communication	3
Humanities Requirement 3		
Mathematics Requirement 3		
Natural Science Requirement 3		
Social/Behavioral Science 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 1949	Office Administration Co-op	3
or OST 2491	Office Administration Internship	

Specialization

Select one specialization from below: 15

[Administrative Specialization](#)

[Legal Office Specialization](#)

[Medical Office Specialization](#)

Total Credit Hours 60

Technical Electives

Code	Title	Credit Hours
OST 1055	Career Planning	3
OST 1212	Shorthand	3
OST 1791	Digital Information Management	3

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*