

ASSOCIATE IN SCIENCE - OFFICE MANAGEMENT

Previous Degree Required: HS Diploma

Eligible for Financial Aid: Yes

Delivery Method(s): Online

Location(s): Online

Additional Limited Access Application Process Required: No

Program Testing Requirements: Assessment in Reading, Writing, and Math

Academic Community: BUSN

Program Code: OFAS

Classification of Instructional Programs (CIP) Code: 52.0204

Florida Department of Education CIP Code: 1552020401

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 who have completed keyboarding and Microsoft Certification 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.

The A.S. Office Management degree has the following related College Credit Certificates (CCCs):

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

Refer to the [Associate in Science Degree Programs](#) overview to find information about admission, graduation, general education and other requirements. Students who need technical electives will work with a bachelor's advisor to determine the courses best suited to their plan of study.

Visit the [program page](#) for more information.

Specializations: Several EFSC Associate in Science (A.S.) and Bachelor degrees have multiple associated specializations. Students must select one specialization, and will receive the specific A.S./BAS degree only one time. While students may take courses from more than one specialization, the specific degree will be awarded only once.

Program Requirements

Code	Title	Credit Hours
General Education Courses (18 credits)		
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 (27 credits)		

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 Administration Internship	3
Specialization (15 credits)		
Select one specialization from below:		15
Administrative Specialization		
Medical Office Specialization		

Total Credit Hours **60**

- Satisfy the [civic literacy competency](#) requirement

Learning Outcomes

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*