

The Associate in Science (A.S.) Degree in Office Administration prepares students for successful careers in technologically advanced business office environments.

Through applied, hands-on experiences, including internship opportunities, the program enables students to achieve a level of proficiency in communication, critical thinking, keyboarding, computer application, time management, and teamwork skills required for employment as well as advancement in administrative support positions.

<input checked="" type="checkbox"/> Task
<input type="checkbox"/> Explore career resources at fscj.edu/student-services/career-development .
<input type="checkbox"/> Meet with your advisor each term.
<input type="checkbox"/> Fulfill the Civic Literacy requirement.
<input type="checkbox"/> Satisfy the associate in science degree graduation requirements.

Program Accreditation

The A.S. Office Administration degree program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), <http://www.acbsp.org/>.

Advising

(904) 381-3704 or asofficeadmin@fscj.edu.

Sample Roadmap

This roadmap provides general guidance about required courses. For specific guidance about your individual academic degree plan, please see an advisor. Also refer to the College Catalog and class schedules for additional information. **Full-time students will refer to the term-by-term recommendations, and part-time students will take courses in the order listed.**

A minimum grade of C or higher must be achieved in all prerequisite and professional courses, as well as courses used to satisfy the general education and civic literacy requirements. A list of Professional Elective Coursework options is available at the end of this document.

Term 1

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered
<input type="checkbox"/>	ENC 1101: English Composition I or ENC 1101C: English Composition I Enhanced	3-4	Varies
<input type="checkbox"/>	OST 1100: Keyboarding/Introduction to Word Processing	3	All
<input type="checkbox"/>	GEB 1011: Introduction to Business	3	All
<input type="checkbox"/>	CGS 1100C: Microcomputer Applications for Business and Economics	3	All

Term 2

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered
<input type="checkbox"/>	MAC 1105: College Algebra or higher-level MAC prefix course or MAP 2302: Differential Equations or MGF 1106: Topics in College Mathematics or MGF 1107: Explorations in Mathematics or STA 2023: Elementary Statistics	3-5	Varies
<input type="checkbox"/>	CGS 2512C: Spreadsheet Concepts and Practices	3	All
<input type="checkbox"/>	AMH 2020: United States History From 1877 to the Present or POS 2041: American Federal Government	3	Varies
<input type="checkbox"/>	OST 1581: Professional Development in the Work Environment	3	All

Term 3

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered
<input type="checkbox"/>	OST 1384: Introduction to Customer Service	3	All
<input type="checkbox"/>	Professional Elective	3	Varies
<input type="checkbox"/>	ACG 2021: Financial Accounting	3	All
<input type="checkbox"/>	AST 1002: Introduction to Astronomy or BSC 1005: Life in Its Biological Environment or BSC 2010C: Principles of Biology I or BSC 2085C: Human Anatomy and Physiology I or AST 1002: Introduction to Astronomy or CHM 1020: Chemistry for Liberal Arts or CHM 2045C: General Chemistry and Qualitative Analysis I or ESC 1000: Earth and Space Science or EVR 1001: Introduction to Environmental Science or PHY 1020C: Physics for Liberal Arts with Laboratory or PHY 2048C: Physics I With Calculus or PHY 2053C: General Physics I	3	Varies

Important for You to Know

This academic roadmap does not include **developmental education courses** in reading, writing, and/or mathematics that you may be required to take. Students who place into developmental education courses are required to complete designated developmental education courses with a grade of C or higher regardless of program of study. In addition, it does not include **MAT 1033: Intermediate Algebra**, which, for many students, is a prerequisite course for MAC 1105.

Related Roadmaps

Embedded Technical Certificate(s)

Technical certificates are available within this degree program. Contact an advisor to determine the career education path that is best for you. Embedded technical certificates include:

- Office Support
- Office Specialist
- Office Management

Term 4

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered
<input type="checkbox"/>	OST 2771: Word Processing I	3	Fall, Summer
<input type="checkbox"/>	ACG 2450: Accounting Using QuickBooks	3	All
<input type="checkbox"/>	Professional Elective	3	Varies
<input type="checkbox"/>	OST 2335: Applied Business Communications	3	All

Term 5

Note: OST 1943 includes 180 hours at a work site location; course requirements and assignments are completed online. This course must be taken in the final term with department approval. To request OST 1943 registration, email asofficeadmin@fscj.edu.

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered
<input type="checkbox"/>	OST 2501: Office Systems Management	3	Fall, Spring
<input type="checkbox"/>	ARH 2000: Art in the Humanities or PHI 2010: Philosophy in the Humanities or MUL 2010: Music in the Humanities or LIT 2000: Literature in the Humanities or HUM 2020: Topics in the Humanities or THE 2000: Theatre in the Humanities	3	Varies
<input type="checkbox"/>	Professional Elective	3	Varies
<input type="checkbox"/>	OST 1943: Internship	3	Fall, Spring

Total Program Credit Hours

The **Office Administration** A.S. degree program requires a **minimum of 60 credit hours**. Total program hours may vary based on the student's individual degree plan. Please see an advisor for individual guidance. This program **is eligible** for financial aid.

Program Learning Outcomes

Upon completing this program, students will be able to demonstrate proficiency in the following program learning outcomes:

- Students will apply problem-solving techniques and critical thinking skills needed to successfully perform office management responsibilities.
- Students will apply effective time management techniques required for daily operations in a business office setting.
- Students will construct effective written forms of professional/business communication needed to interact with both internal and external customers in a professional office environment.
- Students will use technology and computer software applications, such as Word, Excel, and PowerPoint, needed to function in today's technology-driven office environment.

Professional Elective Coursework Options

Minimum Credit Hours: 9

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered
<input type="checkbox"/>	CGS 1060C: Introduction to Information Technology	3	All
<input type="checkbox"/>	CGS 2542: Database Concepts for Microcomputers	3	All
<input type="checkbox"/>	HSC 1531: Medical Terminology (for Health Professions)	3	All
<input type="checkbox"/>	MAN 2021: Principles of Management	3	All
<input type="checkbox"/>	MAN 2125: Supervision and Performance Improvement	3	All
<input type="checkbox"/>	MAN 2582: Introduction to Project Management	3	All
<input type="checkbox"/>	MAR 2011: Principles of Marketing	3	All
<input type="checkbox"/>	OST 1355: Introduction to Information and Records Management	3	Spring
<input type="checkbox"/>	OST 1464: Computers in the Medical Office	3	Fall