

## About the Program

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

This program requires a **minimum of 60 credit hours**. Total program hours may vary based on the student's individual academic degree plan. This program **is eligible** for financial aid.

## Program Accreditation

The A.S. Office Administration degree program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). For more information about ACBSP, visit [acbsp.org](https://acbsp.org).

## Program Requirements

Students must fulfill all requirements outlined in the college catalog.

## Important for You to Know

**This academic roadmap does not include** developmental education courses in reading, writing, and/or mathematics or other prerequisite courses that you may be required to take. In addition, it does not include program graduation requirements.

**Alternative starting or completion points include:** Office Support (T.C.), Office Specialist (T.C.) and Office Management (T.C.).

## Additional Information

- ⇒ **Program Information**, including advisor contact details: <https://www.fscj.edu/2265>.
- ⇒ **Associate in Science Degree Information**, including graduation requirements: <https://catalog.fscj.edu/academics/degree-certificate-programs/associate-in-science-degrees>.
- ⇒ **\*Program Requirements:** <https://catalog.fscj.edu/programs/2265>.
- ⇒ **Math Pathways Information:** <https://catalog.fscj.edu/academics/math-pathways>.

## Sample Roadmap

This sample roadmap shows one possible pathway to program completion and may not be appropriate for all students.

Prior to enrolling in classes, please **meet with an advisor** for specific guidance about your individual academic degree plan. Some courses are offered only once per year; advising is critical for course progression.

*\*See the **program requirements** for general education and professional elective course options.*

This program includes a **Mathematical Thinking in Context math pathway**. This pathway is intended for students in the broadest range of programs of study. In this pathway, students will explore a variety of mathematical concepts utilizing multiple ways of thinking to formulate and solve problems in context.

### Term 1

Course	Credits
General Education Mathematics course	3-5
ENC 1101 - English Composition I or ENC 1101C - English Composition I Enhanced	3-4
OST 1100 - Keyboarding/Introduction to Word Processing	3
CGS 1100C - Microcomputer Applications for Business and Economics	3

### Term 2

Course	Credits
GEB 1011 - Introduction to Business	3
CGS 2512C - Spreadsheet Concepts and Practices	3
AMH 2010 - United States History to 1877 or AMH 2020 - United States History from 1877 to the Present or POS 2041 - American Federal Government	3
OST 1581 - Professional Development in the Work Environment	3

### Term 3

Course	Credits
OST 1384 - Introduction to Customer Service	3
Professional Elective course	3
ACG 2021 - Financial Accounting	3
General Education Natural Sciences Core course	3-4

### Term 4

Course	Credits
OST 2771 - Word Processing I	3
ACG 2450 - Accounting Using QuickBooks	3
Professional Elective course	3
OST 2335 - Applied Business Communications	3

### Term 5

Course	Credits
OST 2501 - Office Systems Management	3
General Education Humanities Core course	3
Professional Elective course	3
OST 1943 - Internship	3