

About the Program

The Technical Certificate (T.C.) in Office Management prepares graduates to become an administrative support clerk, office assistant, junior administrative assistant, or records management specialist.

This program requires a **minimum of 27 credit hours**. Total program hours may vary based on the student's individual academic degree plan. This program **is eligible** for financial aid.

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 technical certificate graduation requirements.

Students in this certificate program **are not required** to complete math courses unless they are listed as part of the certificate program. This certificate articulates directly into the Office Administration (2265) (A.S.) degree, which 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.

Additional Information

- ⇒ **Program Information**, including advisor contact details: <https://www.fscj.edu/6359>.
- ⇒ **Technical Certificate Information**, including graduation requirements: <https://catalog.fscj.edu/academics/degree-certificate-programs/technical-certificates>.
- ⇒ **Program Requirements**: <https://catalog.fscj.edu/programs/6359>.
- ⇒ **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 plan. Some courses are offered only once per year; advising is critical for course progression.

Term 1

Course	Credits
OST 1100 - Keyboarding/Introduction to Word Processing	3
CGS 1100C - Microcomputer Applications for Business and Economics	3
OST 1384 - Introduction to Customer Service	3

Term 2

Course	Credits
OST 1581 - Professional Development in the Work Environment	3
CGS 2512C - Spreadsheet Concepts and Practices	3
OST 2771 - Word Processing I	3

Term 3

Course	Credits
GEB 1011 - Introduction to Business	3
OST 2335 - Applied Business Communications	3
OST 2501 - Office Systems Management	3