

**OFFICE ADMINISTRATION**  
**Office Administration Associate in Science**  
**Specializations: Office Management; Office Software; Medical Office; Legal Office**

**Program Description**

The Office Administration Associate in Science Degree emphasizes competencies used by various office support personnel. Students will have the opportunity to develop expert skills in keyboarding, software applications, business ethics and communications, and office management. Students may choose a specific career path in Legal, Medical, or Office Management. This program is currently offered at the South and North campuses.

Technical Certificates that may lead to an Office Administration AAS degree are: Office Management Technical Certificate (6237); Medical Office Management Technical Certificate (6281); Office Specialist Technical Certificate (6280); and Office Support Technical Certificate (6279). (See catalog or program sheet for more information.)

**Related Programs**

Medical Office Management Technical Certificate Major Code 6281 (6281E)  
 Office Management Technical Certificate Major Code 6237 (6237E)  
 Office Specialist Technical Certificate Major Code 6280 (6280E)  
 Office Support Technical Certificate Major Code 6279 (6279E)

**General Education Requirements:**

*ENC1101	Composition I	3
GE Course	General Education Humanities *	3
PSY2012	General Psychology	3
GE Course	General Education Science *	3
GE Course	General Education Mathematics *	3
<b>Total General Education Credits:</b>		<b>15</b>

**Program Core Requirements:**

OST1100C	Keyboarding and Document Processing I	3
CGS1060C	Computer and Internet Literacy**	3
GEB2430	Business Ethics	1
MTB1103	Business Math	3
OST1330	Business English	1
OST1355	Records Management	3
ACG1003	Accounting Survey	3
ACG2450C	Computerized Accounting Applications*	3
OST2764C	Information Word Process Applications*	3
OST2335	Communications in the Workforce	3
OST2501	Office Management	3
MNA2345	Principles of Supervision	3
OST2053	Successful Job Search	1
OST2949	Co-op or Elective#	3
<b>Total Program Core Credits:</b>		<b>36</b>

**Entrance Requirements**

HS Diploma or GED

**Graduation Requirements**

- Complete the prescribed college preparatory and English as a Second Language Program courses, if required, with a grade of "C" or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward College.
- Earn a cumulative degree grade point average of 2.0 or higher at BC, including transfer credits, in courses that comprise the AS degree.

**Legal Office Specialization (Major Codes 22111 & 2211E§)**

OST2431	Legal Office Tech I	3
OST2432	Legal Office Tech II*	3
BUL2241	Business Law I	3
PLA1003	Introduction to Legal Assisting	3

*or*

**Medical Office Specialization (Major Codes 22112 & 2212E§)**

OST1257C	Medical Terminology for the Administrative Assistant	3
OST2455C	Medical Billing & Coding I *	3
OST2456C	Medical Billing & Coding II *	3
OST2464C	Medical Computer Application *	3

*or*

**Office Management Specialization (Major Codes 22113 & 2213E§)**

MAN2021	Introduction to Management	3
CGS1540C	Database Management	3
OST1811C	Desktop Publishing	3
CGS1510	Electronic Spreadsheet	3

*or*

**Office Software Specialization (Major Codes 22114 & 2214E§)**

CGS1510	Electronic Spreadsheet	3
CGS1557C	Internet Site Design	3
DIG2100C	Web Development 1	3
OST1811C	Desktop Publishing	3
DIG2580C	Digital Media Portfolio	3

**Total Specialization Credits: 12**  
**Total Program Credits 63**

§ The Major Codes 2211E, 2212E, 2213E, 2214E are for students who take these program specializations on-line. Students can earn a degree from 22111(E), 22112(E), 22113(E) or 22114(E), but not from two or more of these programs.

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**OFFICE ADMINISTRATION**  
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- ❖ General Education courses must be selected from the list of AS Degree courses found in the College Catalog/posted online at [www.broward.edu/studentresources/advising/Pages/gened.aspx](http://www.broward.edu/studentresources/advising/Pages/gened.aspx)
- \* Requires a pre- or co-requisite or proper score on placement test. See course descriptions in this catalog or online at [www.broward.edu/zext/ext/CourseDescDepartmentList.jsp](http://www.broward.edu/zext/ext/CourseDescDepartmentList.jsp).
- \*\* Students must fulfill the computer literacy requirement within the first 15 credit hours of enrollment at BC by successfully completing the CGS1060C course or passing the basic student technology test. Students passing the basic student technology test will be required to take Keyboarding II in replacement of the 3 credits.
- # May take elective credit from the following courses: OST1110L, FIN1100, GEB1011, ACG2450C

**It is strongly recommended that students see an advisor every term.**