

## Associate of Science in Office Administration – Office Management Specialization Program Code 22113

**Program Description:** The Office Administration Associate of 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.

**Career Pathway:** Business

**Program Entrance Requirements:** HS Diploma or GED

**Additional Program Information:** N/A

**Related Industry Certifications:** Upon completing this program, graduates will be eligible to sit for the Microsoft Office Specialist certification in Word.

**Location(s):** General Education courses can be taken at any BC location. The program specific courses are offered at the North Campus, the Judson A. Samuels South Campus, and BC Online. Please consult the course schedule for specific semester locations.

**Contact information:** Program contact information can be found at <http://www.broward.edu/academics/programs/office/Pages/default.aspx>

### Related Programs at Broward College:

Medical Office Management Technical Certificate (6281)

Office Specialist Technical Certificate (6280)

Office Support Technical Certificate (6279)

<b>General Education Credit Hours</b>	<b>15</b>				
ENC1101	Composition I	3	OST2764C	Applications	3
PSY2012	General Psychology	3		Information Word Process	
Humanities		3	OST2335	Applications	3
Biological/Physical Science		3		Communications in the	
Mathematics		3	OST2501	Workforce	3
<b>Core Requirements Credit Hours</b>	<b>33</b>		OST2053	Office Management	3
OST1100C	Keyboarding and Document		OST2949	Successful Job Search	1
	Processing I	3		Co-op	<b>or</b>
CGS1060C*	Computer and Internet Literacy	3		Elective**	3
GEB2430	Business Ethics	1		<b>Office Management Specialization</b>	<b>12</b>
QMB1001	Business Math	3	MAN2021	Introduction to Management	3
OST1330	Business English	1	CGS1540C	Database Management	3
OST1355	Records Management	3	OST1811C	Desktop Publishing	3
ACG1003	Accounting Survey	3	CGS1510C	Electronic Spreadsheet	3
ACG2450C	Computerized Accounting				
			<b>Total Program Credits</b>		<b>60</b>

#### Notes:

\*Students who pass the Computer Competency Test and therefore do not need to take CGS1060C are required to take an approved elective in order to earn the 3 credits.

\*\*Elective – Students must select from one of the following approved courses: FIN1100, GEB1011, ACG2450C, MNA2345, or MAT1033.

- Many courses have specific pre-requisite and co-requisite requirements that must be followed. Students are encouraged to consult the Course Information Table for a detailed list of all requisite requirements.

**Students are strongly encouraged to meet with an advisor to create an educational plan.**