

**OFFICE ADMINISTRATION**  
**Office Administration Associate in Applied Science**  
 Legal Office Specialization (A0211) §  
 Medical Office Specialization (A0212) §  
 Office Management Specialization (A0213) §  
 Office Software Specialization (A0214) §

**Program Description**

The Office Administration Associate in Applied 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 (6237E)); Medical Office Management Technical Certificate (6281 (6281E)); Office Specialist Technical Certificate (6280); and Office Support Technical Certificate (6279 (6279E)). (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)

**Entrance Requirements**

- HS Diploma or GED
- PERT‡

‡ The PERT test places students into preparatory level reading, writing and math courses designed to prepare them for college coursework. The PERT test may be replaced by other test or coursework: see the College catalog for more details. All preparatory courses must be completed in order to graduate.

§ Students can earn a degree from A0211, A0212, A0213 or A0214, but not from two or more of these programs.

**General Education Requirements:**

* ENC 1101	Composition I	3
PSY 2012	General Psychology	3
Elective	Math or Science	3
Elective	Humanities/Fine Arts	3
**CGS 1060C	Computer and Internet Literacy	3

**Total General Education Credits: 15**

**Program Core Requirements:**

OST 1100C	Keyboarding and Document Processing I	3
* OST 1110C	Keyboarding and Document Processing II	3
GEB 2430	Business Ethics	1
MTB 1103	Business Math	3
OST 1330	Business English	1
OST 1355	Records Management	3
ACG 1003	Accounting Survey	3
* ACG 2450C	Computerized Accounting Applications	3
* OST 2764C	Information Word Process Applications	3
OST 2335	Communications in the Workforce	3
OST 2501	Office Management	3
MNA 2345	Principles of Supervision	3
OST 2053	Successful Job Search	1
# OST 2949	Co-op or elective	3

**Total Program Core Credits: 36**

**Legal Office Specialization (A0211§)**

OST 2431	Legal Office Tech I	3
* OST 2432	Legal Office Tech II	3
BUL 2241	Business Law I	3
PLA 1003	Introduction to Legal Assisting	3

*or*

**Medical Office Specialization (A0212§)**

OST 1257C	Medical Terminology for the Administrative Assistant	3
* OST 2455C	Medical Billing & Coding I	3
* OST 2456C	Medical Billing & Coding II	3
* OST 2464C	Medical Computer Application	3

*or*

**Office Management Specialization (A0213§)**

MAN 2021	Introduction to Management	3
CGS 1540C	Database Management	3
OST 1811C	Desktop Publishing	3
CGS 1510	Electronic Spreadsheet	3

*or*

**Office Software Specialization (A0214§)**

CGS 1510	Electronic Spreadsheet	3
CGS 1557C	Internet Site Design OR	
DIG2100C	Web Development 1	3
OST 1811C	Desktop Publishing	3
DIG 2580C	Digital Media Portfolio	3

**Total Specialization Credits: 12**

**Total Program Credits 63**

\* Requires a pre- or co-requisite or proper score on placement test. See course descriptions in this catalog or online at [www.broward.edu](http://www.broward.edu).

\*\* Must be completed within the first 15 hours of Broward College coursework.

# Electives may be selected from OST, CGS, GEB, MAN, MNA, BUL, GRA, SPC, or ACG courses

**It is strongly recommended that students see an academic advisor or counselor every term**