



Associate of Science in Office Administration - Office Management Specialization 22113

Career Pathway: [Business](#)

Location(s): [Courses for this program are offered at all BC locations.](#) The program specific courses are offered at the North Campus, the Judson A. Samuels South Campus, and BC Online.

Program Entrance Requirements: HS Diploma or GED

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. Visit the program's [website](#) for more information.

Build Your Education



Recommended Course Sequence

Full Time	Part Time	Course ID	Description	Credits	TC	
Term 1	Term 1	ENC1101	Composition I	3		
	Term 2	OST1100C	Keyboarding and Document Processing I	3		
Term 3		CGS1060C*	Computer and Internet Literacy	3		
	Term 4	GE Course	General Education Mathematics	3		
Term 5		OST2335	Communications in the Workforce	3		
	Term 6	PSY2012	General Psychology	3		
Term 7		ACG1003	Accounting Survey	3		
	Term 8	OST2764C	Information Word Process	3		TC1
Term 9		MAN2021	Introduction to Management	3		TC2
	Term 10	OST1355	Records Management	3		
Term 11		GE Course	General Education Humanities	3		
	Term 12	QMB1001	Business Math	3		
Term 13		CGS1540C	Database Management	3		
	Term 14	OST2053	Successful Job Search	1		
Term 15		OST1811C	Desktop Publishing	3		
	Term 16	GEB2430	Business Ethics	1		
Term 17		CGS1510C	Electronic Spreadsheet	3		
	Term 18	OST1330	Business English	1		
Term 19		Term 20	ACG2450C	Computerized Accounting		3
	GE Course		General Education Science	3		
	Elective**		Elective Course	3		
	OST2501		Office Management	3		
Total Program Credit Hours				60		

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.

Students are strongly encouraged to meet with an [advisor](#) to create an educational plan.

CHOOSE YOUR COURSES

Program Highlights



Credit for Prior Learning: Accelerate your path to completion with these options:

- Credit by exam
 - Earned Industry certifications
 - Prior Learning Assessment
 - And much more...
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Related Industry Certifications: Upon completing this program, graduates will be eligible to sit for the following industry certifications/licenses:

- Microsoft Office Specialist Certification in Word
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Get an Internship: After completing your first year of coursework make sure to visit the Career Center for internship opportunities that help you take your career to the next level!



Median Wage and Job Growth Outlook: Broward College has [Career Coach!](#) It is designed to help you find a good career by providing the most current local data on



Fund Your Education:

This Program is [Financial Aid](#) eligible. [Scholarships](#) may be available. This program is part of the [Career Source Broward ITA List](#)

Get Started Today!

START APPLICATION

