



## Associate of Science in Office Administration 22112

**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 - Management Specialization

Full Time	Part Time	Course ID	Description	Credits	TC1	TC2	TC3
Term 1	Term 1	CGS1060C*	Computer & Internet Literacy	3	X	X	X
		OST1100C	Keyboarding and Document Processing I	3	X	X	X
	Term 2	ENC1101	Composition I	3			
		OST2335	Communications in the Workforce	3	X	X	X
Term 2	Term 3	OST2764C	Advanced Word	3	TC1	X	X
		GE Math	General Education Math	3			
	Term 4	GEB1011	Introduction to Business	3			
		APA1111C	Introduction to Accounting	3		X	X
	Term 5	OST2852C	Database Management for the Office	3		TC2	X
		OST2501	Office Management	3			X
Term 4	Term 6	PSY2012	General Psychology	3			
		GEB2430	Business Ethics	1			X
	Term 7	OST2053	Successful Job Search	1			X
		QMB1001	Business Math	3			X
Term 5	Term 8	OST1330	Business English	1			TC3
		GE Course	General Education Humanities	3			
	Term 9	GE Course	General Education Science	3			
		Elective**	Elective Course	3			
		MAN2021	Introduction to Management	3			
Term 6	Term10	ACG2450C	Computerized Accounting Applications	3			
		MNA2345	Principles of Supervision	3			
		OST2949 or Elective**	Co-op or Elective Course	3			
<b>Total Program Credit Hours</b>				<b>60</b>	<b>12</b>	<b>18</b>	<b>27</b>

\*Notes: Students who pass the Computer Competency Test and therefore do not need to take CGS1060C are required to take an approved elective to earn the 3 credits. \*\*Elective – Students must select from one of the following approved courses: FIN1100, CGS1510C, OST1811C, OST1355, MKA1021, MKA1511, MNA1161, or MAT1033, STA1001.

This is only a recommended course sequence. Students are strongly encouraged to meet with an [advisor](#) to create a personalized educational plan.

**CHOOSE YOUR COURSES**

## Recommended Course Sequence Medical Specialization

Full Time	Part Time	Course ID	Description	Credits	TC1	TC2	TC3	TC4
Term 1	Term 1	CGS1060C*	Computer & Internet Literacy	3	X	X	X	X
		OST1100C	Keyboarding and Document Processing I	3	X	X	X	X
	Term 2	ENC1101	Composition I	3				
		OST2335	Communications in the Workforce	3	X	X	X	X
		OST2764C	Advanced Word	3	TC1	X	X	X
Term 2	Term 3	GE Math	General Education Math	3				
		OST1257	Medical Terminology	3				X
	Term 4	APA1111C	Introduction to Accounting	3		X	X	X
		OST2852C	Database Management for the Office	3		TC2	X	X
Term 3	Term 5	OST2501	Office Management	3			X	
		OST2464C	Medical Computer Applications	3				X
Term 4	Term 6	PSY2012	General Psychology	3			X	
		GEB2430	Business Ethics	1			X	
	Term 7	OST2053	Successful Job Search	1			X	
		QMB1001	Business Math	3			X	X
Term 5	Term 8	OST1330	Business English	1			TC3	X
		GE Course	General Education Humanities	3				
	Term 9	GE Course	General Education Science	3				
		OST2455C	Medical Billing & Coding I	3				X
Term 6	Term10	ACG2450C	Computerized Accounting Applications	3				
		OST2456C	Medical Billing & Coding II	3				TC4
		OST2949 or Elective**	Co-op or Elective Course	3				
<b>Total Program Credit Hours</b>				<b>60</b>	<b>12</b>	<b>18</b>	<b>27</b>	<b>34</b>

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CHOOSE YOUR COURSES

## Recommended Course Sequence Risk Management Specialization

Full Time	Part Time	Course ID	Description	Credits	TC1	TC2	TC3
Term 1	Term 1	CGS1060C*	Computer & Internet Literacy	3	X	X	X
		OST1100C	Keyboarding and Document Processing I	3	X	X	X
		ENC1101	Composition I	3			
	Term 2	OST2335	Communications in the Workforce	3	X	X	X
		OST2764C	Advanced Word	3	TC1	X	X
Term 2	Term 3	GE Math	General Education Math	3			
		RMI2212	Personal & Business Property Insurance	3			
	Term 4	APA1111C	Introduction to Accounting	3		X	X
		OST2852C	Database Management for the Office	3		TC2	X
Term 3	Term 5	OST2501	Office Management	3			X
		PSY2012	General Psychology	3			
Term 4	Term 6	GEB2430	Business Ethics	1			X
		OST2053	Successful Job Search	1			X
	Term 7	QMB1001	Business Math	3			X
		OST1330	Business English	1			TC3
Term 5	Term 8	GE Course	General Education Humanities	3			
		GE Course	General Education Science	3			
		Elective**	Elective Course	3			
	Term 9	RMI2110	Personal Insurance Planning	3			
		ACG2450C	Computerized Accounting Applications	3			
Term 6	Term10	RMI2662	Intro to Risk Management & Insurance	3			
		OST2949 or Elective**	Co-op or Elective Course	3			
<b>Total Program Credit Hours</b>				<b>60</b>	<b>12</b>	<b>18</b>	<b>27</b>

\*Notes: Students who pass the Computer Competency Test and therefore do not need to take CGS1060C are required to take an approved elective to earn the 3 credits. \*\*Elective – Students must select from one of the following approved courses: FIN1100, CGS1510C, OST1811C, OST1355, MKA1021, MKA1511, MNA1161, MAT1033, or STA1001.

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CHOOSE YOUR COURSES

## Program Highlights

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

- Credit by exam
- Earned Industry certifications
- Prior Learning Assessment
- And much more...



**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.



**Get Career Ready:** 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! Also, explore hundreds of career videos and career profiles through Virtual Job Shadow.

[Get an Internship](#)    [Virtual Job Shadow Tool](#)



**Median Wage and Job Growth Outlook:** Broward College has [Career Coach](#) & the [Career Ladders](#). These tools are designed to help you find a good career by providing the most current local data on wages, employment, job postings, and associated education and training. Learn how to climb your career ladder!



**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

