Associate of Science in Office Management 22112
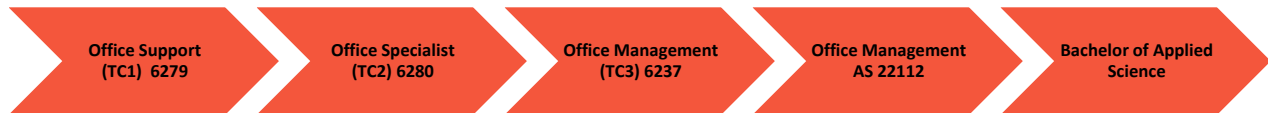
Career Pathway: Business

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 Management 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

Office Support (TC1) 6279	Office Specialist (TC2) 6280	Office Management (TC3) 6237	Office Management AS 22112	Bachelor of Applied Science

Recommended Course Sequence

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
		OST2764C	Advanced Word	3	TC1	X	X
Term 2	Term 3	GE Course**	General Education Math (Recommended MGF1107)	3			
		GEB1011	Introduction to Business	3			
	Term 4	APA1111C	Introduction to Accounting	3		X	X
		OST2835C	Database Management for the Office	3		TC2	X
Term 3	Term 5	OST2501	Office Management	3			X
		GE Course***	General Education Social Behavioral Science	3			
Term 4	Term 6	OST1355C	Records Management	3			X
	Term 7	Elective****	Elective Course	3			TC3
Term 5	Term 8	GE Course	General Education Humanities	3			
		GE Course	General Education Science	3			
	Term 9	SPC1024 or SPC1608	Introduction to Speech Communication or Public Speaking	3			
		MAN2021	Introduction to Management	3			
		ACG2450C	Computerized Accounting Applications	3			
Term 6	Term10	MAR1011	Intro Marketing in the 21st Century	3			
		OST2949 or Elective***	Co-op or Elective Course	3			
		Total Program Credit Hours		**60**	**12**	**18**	**27**

*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.

** **The recommended Gen. Ed. Math is MGF1107**. However, any other approved General Education Math course may also be used to satisfy this program's Gen. Ed. Math requirement. Students who plan to take STA2023 must take the prerequisite MGF 1106 as a "Business Elective" <u>prior</u> to taking STA2023. Students who plan to take MAC1105 may instead be advised to take MAC1105<u>C</u>, which is a 5-credit course. Students who take MAC1105<u>C</u> must take an approved Business Elective course to satisfy the 1-credit remaining to be taken in order to earn the 60 required program credits. It is recommended that you see an advisor to confirm your Math choice.

*** Students are encouraged to take ECO2013 if they plan on going into the BAS Program after graduation

 ***Elective – Students must select from one of the following approved courses: FIN2100, MKA1021, MKA1511, MNA1161, MNA2345, QMB2100, MAR2644C, MAC1105C, STA1001 or QMB1001.

This is only a <u>recommended</u> course sequence. Students are strongly encouraged to meet with an <u>advisor</u> to create a personalized 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…

Related Industry Certifications: Upon completing this program, graduates will be eligible to sit for the following industry certifications/licenses:

- ACG 2450C Quickbooks Certification

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

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Version 2020-2021

Get Started Today!

START APPLICATION