



Associate of Science in Office Management – 22112

CAREER PATHWAY: BUSINESS

Location(s): [Courses for this program are offered at all Broward College 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



RECOMMENDED COURSE

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	GE Course	General Education Speech	3			
		MAN2021	Introduction to Management	3			
		ACG2450C	Computerized Accounting Applications	3			
Term 6	Term 10	MAR1011	Intro Marketing in the 21 st Century	3			
		OST2949 OR Elective***	Co-op OR Elective Course	3			
Total Program Credit Hours				60	12	18	27

BROWARD COLLEGE®

COLLEGE CATALOG 2021-2022

B R O W A R D . E D U



Notes:

The Digital Literacy requirement must be met by successfully passing CGS1060C, testing out, or completing a Credit for Prior Learning portfolio. Students that test out 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" prior to taking STA2023. Students who plan to take MAC1105 may instead be advised to take MAC1105C, which is a 5-credit course. Students who take MAC1105C 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, or QMB1001.

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

BROWARD COLLEGE®

COLLEGE CATALOG 2021-2022

B R O W A R D . E D U



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:

- QuickBooks (ACG2450C)



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! 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**! It is 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.



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](#)



BROWARD COLLEGE®

COLLEGE CATALOG 2021-2022

B R O W A R D . E D U