

The Associate in Science (A.S.) Degree in Office Administration prepares students for successful careers in technologically advanced business office environments.

Through applied, hands-on experiences, including internship opportunities, the program enables students to achieve a level of proficiency in communication, critical thinking, keyboarding, computer application, time management, and teamwork skills required for employment as well as advancement in administrative support positions.

<input checked="" type="checkbox"/> Task
<input type="checkbox"/> View career information at <a href="http://www.fscj.edu/careercoach">http://www.fscj.edu/careercoach</a>
<input type="checkbox"/> Meet with your advisor each term.
<input type="checkbox"/> Fulfill the Civic Literacy requirement.
<input type="checkbox"/> Satisfy the associate in science degree graduation requirements.

### Program Accreditation

The A.S. Office Administration degree program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), <http://www.acbsp.org/>.

### Important for You to Know

This academic roadmap does not include developmental education courses in reading, writing, and/or mathematics that you may be required to take. Students who place into developmental education courses are required to complete designated developmental education courses with a grade of C or higher regardless of program of study. In addition, it does not include MAT 1033: Intermediate Algebra, which, for many students, is a prerequisite course for MAC 1105.

### Advising

(904) 381-3704 or [asofficeadmin@fscj.edu](mailto:asofficeadmin@fscj.edu).

## Recommended Roadmap

This roadmap provides general guidance about recommended courses. For specific guidance about your individual academic degree plan, please see an advisor. Also refer to the College Catalog for additional information. **Full-time students will refer to the term-by-term recommendations, and part-time students will take courses in the order listed.** A minimum grade of C or higher must be achieved in all prerequisite and professional courses, as well as courses used to satisfy the general education and civic literacy requirements.

A list of Professional Elective Coursework options is available at the end of this document.

### Term 1

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered	Available Modalities
<input type="checkbox"/>	ENC 1101: English Composition I or ENC 1101C: English Composition I Enhanced	3-4	Varies	Varies
<input type="checkbox"/>	OST 1100: Keyboarding/Introduction to Word Processing	3	All	Online
<input type="checkbox"/>	MAC 1105: College Algebra or higher-level MAC prefix course or MAP 2302: Differential Equations or MGF 1106: Topics in College Mathematics or MGF 1107: Explorations in Mathematics or STA 2023: Elementary Statistics	3-5	Varies	Varies
<input type="checkbox"/>	GEB 1011: Introduction to Business	3	All	Hybrid, Online
<input type="checkbox"/>	CGS 1100C: Microcomputer Applications for Business and Economics	3	All	All

### Term 2

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered	Available Modalities
<input type="checkbox"/>	BSC 1005: Life in Its Biological Environment or BSC 2010C: Principles of Biology I or BSC 2085C: Human Anatomy and Physiology I or AST 1002: Introduction to Astronomy or CHM 1020: Chemistry for Liberal Arts or CHM 2045C: General Chemistry and Qualitative Analysis I or ESC 1000: Earth and Space Science or EVR 1001: Introduction to Environmental Science or PHY 1020C: Physics for Liberal Arts with Laboratory or PHY 2048C: Physics I With Calculus or PHY 2053C: General Physics I	3	Varies	Varies
<input type="checkbox"/>	ACG 2021: Financial Accounting	3	All	All
<input type="checkbox"/>	OST 1581: Professional Development in the Work Environment	3	All	Online
<input type="checkbox"/>	OST 1384: Introduction to Customer Service	3	All	Online
<input type="checkbox"/>	Professional Elective	3	Varies	Varies

## Total Program Credit Hours

The Office Administration A.S. degree program requires a **minimum of 60 credit hours**. Total program hours may vary based on the student's individual degree plan. Please see an advisor for individual guidance.

## Related Roadmaps

### Embedded Technical Certificate(s)

Technical certificates are available within this degree program. Students may pursue the A.S. degree and earn technical certificates while completing the requirements for the degree or pursue one or more certificates to develop or upgrade their skills in a particular field. Contact an advisor to determine the career education path that is best for you. Embedded technical certificates include:

- Office Support
- Office Specialist
- Office Management

## Program Learning Outcomes

Upon completing this program, students will be able to demonstrate proficiency in the following program learning outcomes:

- Students will apply problem-solving techniques and critical thinking skills needed to successfully perform office management responsibilities.
- Students will apply effective time management techniques required for daily operations in a business office setting.
- Students will construct effective written forms of professional/business communication needed to interact with both internal and external customers in a professional office environment.
- Students will use technology and computer software applications, such as Word, Excel, and PowerPoint, needed to function in today's technology-driven office environment.

### Term 3

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered	Available Modalities
<input type="checkbox"/>	AMH 2020: United States History From 1877 to the Present <b>or</b> POS 2041: American Federal Government	3	Varies	Varies
<input type="checkbox"/>	ACG 2450: Accounting Using QuickBooks	3	All	Online
<input type="checkbox"/>	CGS 2512C: Spreadsheet Concepts and Practices	3	All	Hybrid, Online
<input type="checkbox"/>	OST 2771: Word Processing I	3	Fall, Summer	Online
<input type="checkbox"/>	Professional Elective	3	Varies	Varies

### Term 4

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered	Available Modalities
<input type="checkbox"/>	OST 2335: Applied Business Communications	3	All	Online
<input type="checkbox"/>	OST 2501: Office Systems Management	3	Fall, Spring	Online
<input type="checkbox"/>	ARH 2000: Art in the Humanities <b>or</b> PHI 2010: Philosophy in the Humanities <b>or</b> MUL 2010: Music in the Humanities <b>or</b> LIT 2000: Literature in the Humanities <b>or</b> HUM 2020: Topics in the Humanities <b>or</b> THE 2000: Theatre in the Humanities	3	Varies	Varies
<input type="checkbox"/>	Professional Elective	3	Varies	Varies

### Term 5

**Note:** OST 1943 is a hybrid course that includes 180 hours at a work site location; course requirements and assignments are completed online. This course must be taken in the final term with department approval. To request OST 1943 registration, email [asofficeadmin@fscj.edu](mailto:asofficeadmin@fscj.edu).

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered	Available Modalities
<input type="checkbox"/>	OST 1943: Internship	3	Fall, Spring	See note above

## Professional Elective Coursework Options

Minimum Credit Hours: 9

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered	Available Modalities
<input type="checkbox"/>	CGS 1060C: Introduction to Information Technology	3	All	Varies
<input type="checkbox"/>	CGS 2542: Database Concepts for Microcomputers	3	All	Online
<input type="checkbox"/>	HSC 1531: Medical Terminology (for Health Professions)	3	All	Varies
<input type="checkbox"/>	MAN 2021: Principles of Management	3	All	Hybrid, Online
<input type="checkbox"/>	MAN 2125: Supervision and Performance Improvement	3	All	Online
<input type="checkbox"/>	MAN 2582: Introduction to Project Management	3	All	Hybrid, Online
<input type="checkbox"/>	MAR 2011: Principles of Marketing	3	All	Hybrid, Online
<input type="checkbox"/>	OST 1355: Introduction to Information and Records Management	3	Spring	Online
<input type="checkbox"/>	OST 1464: Computers in the Medical Office	3	Fall	Online