PROGRAM DESCRIPTION
The Associate in Science (A.S.) in Office Administration enables students to gain skills and knowledge such as computer software applications, office systems, office budgets, customer service, office management and human resources needed for office administration careers. These skills are in high demand for office administrators to manage today’s automated offices.

ENTRY REQUIREMENTS
- High school diploma or high school equivalent
- Check the catalog to learn about all course and program prerequisites

AT-A-GLANCE
- 60 Credit Hours
- Financial Aid Eligible
- Online and Face-to-Face Courses
- Embedded Technical Certificates:
  - Office Management T.C.
  - Office Specialist T.C.
  - Office Support T.C.

CONTACT
asofficeadmin@fscj.edu
(904) 381-3704
Apply online at fscj.edu/admissions.

FSCJ’s Office Administration (A.S.) program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). ACBSP only accredits degree programs, not certificates.

FSCJ is proud that our A.S. in Office Administration degree has been recognized as one of the top online associate degrees in office administration for 2017.

The Best Colleges ranked the program number nine for online associate in office administration programs.
FREQUENTLY ASKED QUESTIONS

When can I start?
FSCJ enrolls students year-round.

Where are the educational courses held?
General education courses are offered at any of FSCJ’s campuses and centers, as well as online. The professional core courses for this program are offered at FSCJ Downtown Campus and FSCJ Online.

What is the cost of the program?
Many students attending FSCJ qualify for financial aid, which can greatly reduce out-of-pocket expenses. This program is Federal financial aid eligible. **The approximate cost of tuition and fees is $6,293.***

Besides tuition and fees, students have to pay for things like living expenses, transportation, supplies and books. Book costs vary widely by program and course selection as well as choice of electives; students are encouraged to budget about $80 per credit hour.

*Tuition reflects Florida resident rates and are subject to change. Certain classes that require labs may have additional fees for lab supplies. Additional fees are published in the class schedule.

What other programs are related to the field?
Students who have an interest in the Office Administration (A.S.) may also be interested in the Supervision and Management (B.A.S.)

Where can I get more information about potential careers?
Research local job opportunities, wage data, career paths and market trends at [fscj.emsicareercoach.com](http://fscj.emsicareercoach.com).