

## Office Administration Program Roadmap

Use this roadmap to guide your progress and keep you moving toward graduation.

- Avoid surprises** – Meet with your advisor each term to monitor your progress and address concerns early.
- Review course requirements** – Check course prerequisites, corequisites, and conditions before registering each term to ensure you meet all requirements and stay on track for graduation.
- Stay eligible** – Maintain your GPA and complete required courses to remain in good standing.
- Graduate on time** – Stay on schedule to avoid delays and excess credit hours that may not be covered by financial aid.

### About the Program

**Credit Hours:** 60 total credit hours. Total hours may vary based on individual academic plan. Prior to enrolling in classes, please meet with an advisor for specific guidance about your individual academic plan.

### Available Electives

**Minimum Credit Hours:** 9.

- CGS 1060C – Introduction to Information Technology, Credit Hours: 3. Terms Offered: Fall, Spring, Summer.
- CGS 2542C – Database Concepts for Microcomputers, Credit Hours: 3. Terms Offered: Fall, Spring, Summer.
- HSC 1531 – Medical Terminology (for Health Professions), Credit Hours: 3. Terms Offered: Fall, Spring, Summer.
- MAN 2021 – Principles of Management, Credit Hours: 3. Terms Offered: Fall, Spring, Summer.
- MAN 2125 – Supervision and Performance Improvement, Credit Hours: 3. Terms Offered: Fall, Spring, Summer.
- MAN 2582 – Introduction to Project Management, Credit Hours: 3. Terms Offered: Fall, Spring, Summer.
- MAR 2011 – Principles of Marketing, Credit Hours: 3. Terms Offered: Fall, Spring, Summer.
- OST 1355 – Introduction to Information and Records Management, Credit Hours: 3. Terms Offered: Spring.

### Minimum Grade Requirement(s)

A minimum grade of C or higher is required in:

- All Professional coursework
- All General Education coursework

### Stay on Track

Meet the associate in science degree graduation requirements:

- Complete all academic requirements for this program outlined in the Florida State College at Jacksonville catalog and curriculum.
- Earn a cumulative grade point average (GPA) of 2.0 (C) at Florida State College at Jacksonville in courses applicable to the Associate in Science degree programs, excluding developmental education courses.
- Earn an all-college cumulative grade point average of 2.0 (C) on a 4.0 scale on all courses attempted. This includes Florida State College at Jacksonville college-credit semester hours and transferred credits (excluding developmental education) in lower division courses.
- Complete at least 25 percent of the total hours required for the program in residence at Florida State College at Jacksonville. Credit by examination and credit for prior learning do not count toward this residency requirement.
- Complete the required semester hours for the degree, as including a minimum of 15 semester hours in General Education.
- Demonstrate competency in civic literacy by:
  - Completing a civic literacy course – AMH 2010, AMH 2020, or POS 2041 – with a grade of C or higher.
  - Achieving of the required standard score on a state-approved assessment.
- Earn a grade of a C or higher in each course used to satisfy the general education requirements and any other area designated as requiring a grade of C or higher.
- Satisfy all financial and other obligations to the College prior to graduation.

### More Information Online

**Program Webpage:** [fscj.edu/program?pcode=2265](https://fscj.edu/program?pcode=2265)

**Program Catalog Page:** [catalog.fscj.edu/programs/2265](https://catalog.fscj.edu/programs/2265)

**Sample Roadmap**

**Term 1: Fall, Spring or Summer**

Course	Credits	Course Type	Terms Offered
ENC 1101 – English Composition I <b>or</b> ENC 1101C – English Composition I Enhanced	3–4	General Education	Fall, Spring, Summer
MAC 1105 – College Algebra <b>or</b> MAC 1105C – College Algebra Enhanced <b>or</b> MAC 1114 – College Trigonometry <b>or</b> MAC 1140 – Precalculus Algebra <b>or</b> MAC 1147 – Precalculus Algebra and Trigonometry <b>or</b> MAC 2233 – Calculus for Business and Social Sciences <b>or</b> MAC 2311 – Calculus With Analytic Geometry I <b>or</b> MAC 2312 – Calculus With Analytic Geometry II <b>or</b> MAC 2313 – Calculus With Analytic Geometry III <b>or</b> MAP 2302 – Differential Equations <b>or</b> MGF 1130 – Mathematical Thinking <b>or</b> STA 2023 – Elementary Statistics	3–5	General Education	Fall, Spring, Summer
OST 1100 – Keyboarding/Introduction to Word Processing	3	Professional	Fall, Spring, Summer
CGS 1100C – Microcomputer Applications for Business and Economics	3	Professional	Fall, Spring, Summer

**Term 2: Spring, Summer or Fall**

Course	Credits	Course Type	Terms Offered
GEB 1011 – Introduction to Business	3	Professional	Fall, Spring, Summer
CGS 2512C – Spreadsheet Concepts and Practices	3	Professional	Fall, Spring, Summer
AMH 2010 – United States History to 1877 <b>or</b> AMH 2020 – United States History from 1877 to the Present <b>or</b> POS 2041 – American Federal Government	3	General Education & Civic Literacy	Fall, Spring, Summer
OST 1581 – Professional Development in the Work Environment	3	Professional	Fall, Spring, Summer

**Term 3: Summer, Fall or Spring**

Course	Credits	Course Type	Terms Offered
OST 1384 – Introduction to Customer Service	3	Professional	Fall, Spring, Summer
Professional Elective course	3	Professional Elective	Varies
ACG 2021 – Financial Accounting	3	Professional	Fall, Spring, Summer
AST 1002 – Introduction to Astronomy <b>or</b> BSC 1005 – Life in Its Biological Environment <b>or</b> BSC 2010C – Principles of Biology I <b>or</b> BSC 2085C – Human Anatomy and Physiology I <b>or</b> CHM 1020 – Chemistry for Liberal Arts <b>or</b> CHM 2045C – General Chemistry and Qualitative Analysis I <b>or</b> ESC 1000 – Earth and Space Science <b>or</b> EVR 1001 – Introduction to Environmental Science <b>or</b> OCE 2001 – Survey of Oceanography <b>or</b> PHY 1020C – Physics for Liberal Arts with Laboratory <b>or</b> PHY 2048C – Physics I with Calculus <b>or</b> PHY 2053C – General Physics I	3–4	General Education	Fall, Spring, Summer

**Term 4: Fall, Spring or Summer**

Course	Credits	Course Type	Terms Offered
OST 2771 – Word Processing I	3	Professional	Fall, Summer
ACG 2450 – Accounting Using QuickBooks	3	Professional	Fall, Spring, Summer
Professional Elective course	3	Professional Elective	Varies
OST 2335 – Applied Business Communications	3	Professional	Fall, Spring, Summer

**Term 5: Spring or Summer**

Course	Credits	Course Type	Terms Offered
OST 2501 – Office Systems Management	3	Professional	Fall, Spring
ARH 2000 – Art in the Humanities <b>or</b> HUM 2020 – Topics in the Humanities <b>or</b> LIT 2000 – Literature in the Humanities <b>or</b> MUL 2010 – Music in the Humanities <b>or</b> PHI 2010 – Philosophy in the Humanities <b>or</b> THE 2000 – Theatre in the Humanities	3	General Education	Fall, Spring, Summer
Professional Elective course	3	Professional Elective	Varies
OST 1943 – Internship <b>Note:</b> To request OST 1943 registration, email <a href="mailto:asofficeadmin@fscj.edu">asofficeadmin@fscj.edu</a> .	3	Professional	Fall, Spring