

## About the Program

The Technical Certificate (T.C.) in Office Administration Foundations provides students enrolled in the VERTICAL program with an introductory set of foundational skills that will culminate with the creation of a personalized career portfolio. The goal is integrated competitive employment in the student's chosen occupation. For more information about this program, visit [catalog.fscj.edu/programs/6995](https://catalog.fscj.edu/programs/6995).

**This program does not provide a Florida state technical certificate but does provide a Florida State College at Jacksonville certificate.**

## Program Requirements

This program requires a **minimum of 10 credit hours**. Total program hours may vary based on the student's individual academic plan. This program is **not eligible** for financial aid.

## Application Procedure

Minimum requirements for acceptance and admission to this program are as follows:

- ☐ Complete and submit Florida State College at Jacksonville application.
- ☐ Complete and submit application (VERTICAL Interest Form).
- ☐ Provide self-report disability status to Office of Services for Students with Disabilities (OSSD) or equivalent office (provide two forms of documentation of disability, including justification of accommodations).
- ☐ Complete official interview with the Project Coordinator for program to determine eligibility and program acceptance.

## Application Deadline

The application deadline is at the end of the prior academic term:

- Fall start: Summer deadline
- Spring start: Fall deadline
- Summer start: Spring deadline

## Catalog Year

This document is prepared for students with a **2025-26 College Catalog year** who have not tested into developmental education courses. **Students who enter under the 2025-26 catalog** will be assigned to the degree or certificate requirements in effect during the 2025-26 academic year. The student's assigned catalog year will remain in effect as long as the student maintains continuous enrollment. Changes to requirements as mandated by law or by rule of the District Board of Trustees may supersede this provision.

**To maintain continuous enrollment**, a student must have registration for, and successful completion of, at least one course within a three-term period. After three consecutive terms of no enrollment, the student will be discontinued from the current program of study and will need to apply to FSCJ to reenter under the same program of study. Upon readmission, the student will be assigned to the current catalog of record in the chosen program.

## Placement Testing

**Please meet with an advisor to determine if college placement testing is required.**

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 and are also required to take one of two student success strategies courses. For additional information, visit [catalog.fscj.edu/academics/developmental-education-programs](https://catalog.fscj.edu/academics/developmental-education-programs) or speak with an advisor.

## Technical Certificate Graduation Requirements

- ☐ Fulfill all academic requirements for the chosen program of study as outlined in the Florida State College at Jacksonville catalog and curriculum.
- ☐ Earn minimum prescribed semester hours for the chosen program of study with a cumulative grade point average of 2.0 (C) on a 4.0 scale on all courses that apply to the chosen program of study.
- ☐ Complete a minimum of 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.
- ☐ Fulfill all obligations, financial or otherwise, to the College before graduating.

## Curriculum

**Terms Offered** are subject to change. Please verify course availability at [fscj.edu/schedules](https://fscj.edu/schedules). Prior to enrolling in classes, please meet with an advisor for specific guidance about your individual academic plan.

## Professional Coursework

Students must earn an audit grade for GEB 1011; however, students may receive a letter grade if determined to be applicable based on skill mastery. Students may audit a course up to three times until the objectives of each course are mastered. Students must earn a grade of C or higher for SLS 1371.

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|--|---------------------|
| <input type="checkbox"/> <b>GEB 1011 - Introduction to Business</b> , Credit Hours: 3. <b>Terms Offered:</b> Fall, Spring, Summer. | Grade Earned: _____ |
| <input type="checkbox"/> <b>SLS 1371 - Portfolio Development for Prior Learning</b> , Credit Hours: 3. <b>Terms Offered:</b> TBA.  | Grade Earned: _____ |

## Professional Elective Coursework

Students must earn an audit grade for OST 1384, OST 1581 and OST 1100; however, students may receive a letter grade if determined to be applicable based on skill mastery. Students may audit a course up to three times until the objectives of each course are mastered.

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|--|---------------------|
| <input type="checkbox"/> <b>OST 1100 - Keyboarding/Introduction to Word Processing</b> , Credit Hours: 3. <b>Terms Offered:</b> Fall, Spring, Summer.      | Grade Earned: _____ |
| <input type="checkbox"/> <b>OST 1384 - Introduction to Customer Service</b> , Credit Hours: 3. <b>Terms Offered:</b> Fall, Spring, Summer.                 | Grade Earned: _____ |
| <input type="checkbox"/> <b>OST 1581 - Professional Development in the Work Environment</b> , Credit Hours: 3. <b>Terms Offered:</b> Fall, Spring, Summer. | Grade Earned: _____ |

## Course Requirements

Prerequisites, corequisites, and conditions for any course are subject to change. Students must meet the prerequisite and corequisite requirements of any course at the time the student attempts to register for that course. If you have questions about the prerequisites, corequisites, or conditions for a course, please contact any academic advisor.

### Professional Courses

Complete all of the following courses.

*Students must earn an audit grade for GEB 1011; however, students may receive a letter grade if determined to be applicable based on skill mastery. Students may audit a course up to three times until the objectives of each course are mastered. Students must earn a grade of C or higher for SLS 1371.*

**GEB 1011 - Introduction to Business**, Credit Hours: 3. **Prerequisite(s)**: None. **Corequisite(s)**: None. **Conditions**: None. **Terms Offered**: Fall, Spring, Summer.

**OST 1100 - Keyboarding/Introduction to Word Processing**, Credit Hours: 3. **Prerequisite(s)**: None. **Corequisite(s)**: None. **Conditions**: None. **Terms Offered**: Fall, Spring, Summer.

### Professional Elective Courses

Complete two of the following courses.

*Students must earn an audit grade for OST 1384, OST 1581 and OST 1100; however, students may receive a letter grade if determined to be applicable based on skill mastery. Students may audit a course up to three times until the objectives of each course are mastered.*

**OST 1384 - Introduction to Customer Service**, Credit Hours: 3. **Prerequisite(s)**: None. **Corequisite(s)**: None. **Conditions**: None. **Terms Offered**: Fall, Spring, Summer.

**OST 1581 - Professional Development in the Work Environment**, Credit Hours: 3. **Prerequisite(s)**: None. **Corequisite(s)**: None. **Conditions**: None. **Terms Offered**: Fall, Spring, Summer.

**SLS 1371 - Portfolio Development for Prior Learning**, Credit Hours: 3. **Prerequisite(s)**: None. **Corequisite(s)**: None. **Conditions**: Approval from the appropriate Dean or Program Manager is required before registration. **Terms Offered**: TBA.