



Associate of Science in Office Administration 22112

Career Pathway: [Business](#)

Location(s): [Courses for this program are offered at all BC 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 Administration 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 Sequence Management Specialization

Full Time	Part Time	Course ID	Description	Credits	TC		
Term 1	Term 1	ENC1101	Composition I	3			
		OST1100C	Keyboarding and Document Processing I	3			
	Term 2	GE Course	General Education Mathematics	3			
		CGS1060C*	Computer and Internet Literacy	3			
Term 2	Term 3	GEB1011	Introduction to Business	3			
		OST2501	Office Management	3			
	Term 4	PSY2012	General Psychology	3			
		APA1111C	Introduction to Accounting	3			
Term 3	Term 5	OST2764C	Information Word Process	3			
		OST2335	Communications in the Workforce	3		TC1	
Term 4	Term 6	OST2852	Database Management for the Office	3	TC2		
		GE Course	General Education Humanities	3			
	Term 7	OST2053	Successful Job Search	1			
		QMB1001	Business Math	3			
Term 5	Term 8	MAN2021	Introduction to Management	3			
		GEB2430	Business Ethics	1			
	Term 9	Elective**	Elective Course	3			
		OST1330	Business English	1	TC3		
Term 6	Term10	ACG2450C	Computerized Accounting Applications	3			
		MAN2345	Principles of Supervision	3			
				GE Course	General Education Science	3	
				OST2949 or Elective**	Co-op or Elective Course	3	
				Total Program Credit Hours		60	

*Notes: Students who pass the Computer Competency Test and therefore do not need to take CGS1060C are required to take an approved elective in order to earn the 3 credits. **Elective – Students must select from one of the following approved courses: FIN1100, CGS1510C, OST1811C, OST1355, MKA1021, MKA1511, MNA1161, or MAT1033. **Students are strongly encouraged to meet with an [advisor](#) to create an educational plan.**

CHOOSE YOUR COURSES

Recommended Course Sequence Medical Specialization

Full Time	Part Time	Course ID	Description	Credits	TC
Term 1	Term 1	ENC1101	Composition I	3	
		OST1100C	Keyboarding and Document Processing I	3	
		GE Course	General Education Mathematics	3	
	Term 2	CGS1060C*	Computer and Internet Literacy	3	
		OST1257C	Medical Office Terminology	3	
Term 2	Term 3	OST2501	Office Management	3	
		PSY2012	General Psychology	3	
	Term 4	APA1111C	Introduction to Accounting	3	
		OST2764C	Information Word Process	3	
Term 3	Term 5	OST2335	Communications in the Workforce	3	
		OST2852	Database Management for the Office	3	TC2
Term 4	Term 6	GE Course	General Education Humanities	3	
		OST2053	Successful Job Search	1	
	Term 7	QMB1001	Business Math	3	
		OST2455C	Medical Billing & Coding I	3	
Term 5	Term 8	GEB2430	Business Ethics	1	
		OST2464C	Medical Computer Application	3	
	Term 9	OST1330	Business English	1	TC3
		ACG2450C	Computerized Accounting Applications	3	
		OST2456C	Medical Billing & Coding II	3	TC4
Term 6	Term10	GE Course	General Education Science	3	
		OST2949 or Elective**	Co-op or Elective Course	3	
Total Program Credit Hours				60	

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CHOOSE YOUR COURSES

Recommended Course Sequence Risk Management Specialization

Full Time	Part Time	Course ID	Description	Credits	TC	
Term 1	Term 1	ENC1101	Composition I	3		
		OST1100C	Keyboarding and Document Processing I	3		
	GE Course	General Education Mathematics	3			
	Term 2	CGS1060C*	Computer and Internet Literacy	3		
RMI2212		Personal & Business Property Insurance	3			
Term 2	Term 3	OST2501	Office Management	3		TC1 TC2 TC3
		PSY2012	General Psychology	3		
	Term 4	APA1111C	Introduction to Accounting	3		
		OST2764C	Information Word Process	3		
Term 3	Term 5	OST2335	Communications in the Workforce	3		
OST2852		Database Management for the Office	3			
Term 4	Term 6	GE Course	General Education Humanities	3		
		OST2053	Successful Job Search	1		
	Term 7	QMB1001	Business Math	3		
		RMI2110	Personal Insurance Planning	3		
Term 5	Term 8	GEB2430	Business Ethics	1		
		Elective**	Elective Course	3		
	Term 9	OST1330	Business English	1		
		ACG2450C	Computerized Accounting Applications	3		
		RMI2662	Introduction to Risk Management & Insurance	3		
Term 6	Term10	GE Course	General Education Science	3		
		OST2949 or Elective**	Co-op or Elective Course	3		
Total Program Credit Hours				60		

*Notes: Students who pass the Computer Competency Test and therefore do not need to take CGS1060C are required to take an approved elective in order to earn the 3 credits. **Elective – Students must select from one of the following approved courses: FIN1100, CGS1510C, OST1811C, OST1355, MKA1021, MKA1511, MNA1161, or MAT1033. Students are strongly encouraged to meet with an [advisor](#) to create an educational plan.

CHOOSE YOUR COURSES

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:

- Microsoft Office Specialist Certification in Word.



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!



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

