



Associate of Science in Office Management 22112

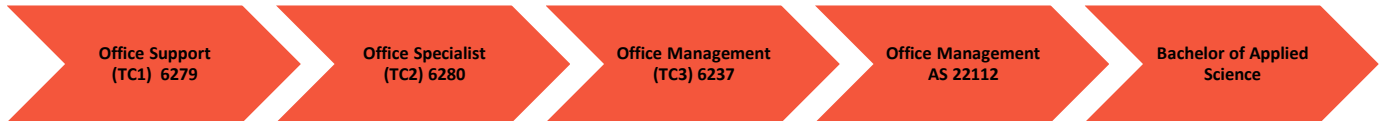
Career Pathway: [Business](#)

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 Management 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

Full Time	Part Time	Course ID	Description	Credits	TC1	TC2	TC3
Term 1	Term 1	CGS1060C*	Computer & Internet Literacy	3	X	X	X
		OST1100C	Keyboarding and Document Processing I	3	X	X	X
	Term 2	ENC1101	Composition I	3			
		OST2335	Communications in the Workforce	3	X	X	X
		OST2764C	Advanced Word	3	TC1	X	X
Term 2	Term 3	GE Math**	General Education Math (Recommended MGF1107)	3			
		GEB2011	Introduction to Business	3			
	Term 4	APA1111C	Introduction to Accounting	3		X	X
		OST2835C	Database Management for the Office	3		TC2	X
Term 3	Term 5	OST2501	Office Management	3			X
		GE Course	Social Behavioral Science (Recommended PSY2012)	3			
Term 4	Term 6	OST1355C	Records Management	3			X
	Term 7	Elective***	Elective Course	3			TC3
Term 5	Term 8	GE Humanities	General Education Humanities	3			
		GE Science	General Education Science	3			
	Term 9	SPC1024 or SPC1608	Introduction to Speech Communication or Public Speaking	3			
		MAN2021	Introduction to Management	3			
		ACG2450C	Computerized Accounting Applications	3			
Term 6	Term10	MAR1011	Intro Marketing in the 21 st Century	3			
		OST2949 or Elective	Co-op or Elective Course	3			
Total Program Credit Hours				60	12	18	27

*Notes: Students who pass the Computer Competency Test and therefore do not need to take CGS1060C are required to take an approved elective to earn the 3 credits.

***Elective – Students must select from one of the following approved courses: FIN2100, MKA1021, MKA1511, MNA1161, OST1330, OST2053, GEB2430, MNA2345, QMB2100, MAR2644C or MAT1033, STA1001 or QMB1001.

This is only a recommended course sequence. Students are strongly encouraged to meet with an [advisor](#) to create a personalized 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:

- OST 2835C Microsoft Office Specialist Certification in Excel
- ACG 2450C Quickbooks Certification



Get Career Ready: 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! Also, explore hundreds of career videos and career profiles through Virtual Job Shadow.

[Get an Internship](#) [Virtual Job Shadow Tool](#)



Median Wage and Job Growth Outlook: Broward College has [Career Coach](#) & the [Career Ladders](#). These tools are 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. Learn how to climb your career ladder!



Fund Your Education:

This Program is [Financial Aid](#) eligible. [Scholarships](#) may be available. This program is part of the [Career Source Broward ITA List](#)

Version 2019-2020

Get Started Today!

START APPLICATION

