Program Description:

The Office Administration program prepares you for employment as an office clerk, administrative assistant, electronic publisher, data entry specialist, information processing assistant, software applications specialist, word processing specialist, office systems specialist, and/or office systems manager.

Contacts:

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Program Navigator: Jennifer Groves
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Pre-Degree Requirements – Recommendations for Success

The A.S. degree in Office Administration is an open access program that will prepare you for employment in a variety of specialized technical fields that can help you accelerate your professional growth and keep pace with the changes in this field. To be admitted into the program you must meet the following criteria:

A. You must have a standard high school diploma, a high school equivalency diploma (GED), or previously demonstrated competency in college credit postsecondary coursework.
B. You may be required to take a placement test. The minimum scores are defined in the College Entrance Testing and Course Placement section of the College Catalog.
C. You must submit an official transcript(s) or documentation of all coursework completed.

Recommended Soft Skills

Communication – written or oral skills that allow you to express yourself effectively in the workplace
Teamwork - cooperative or coordinated effort on the part of a group of persons acting together as a team or in the interests of a common cause
Time Management - the process of organizing and planning how to divide your time between specific activities; working smarter not harder
Adaptability – the ability to embrace and roll with change
Problem Solving – the ability to use analytical and creative thinking to solve problems
Interpersonal Skills – the qualities and behaviors we exhibit when we interact with coworkers, management, and customers
Work Ethic – being responsible, punctual, meeting deadlines, and doing what you are getting paid to do

Common First Term – Recommended by Program

Term 1					
Check when complete	Course Number	Title	CR	Terms Offered	Prerequisites/Notes
☐	ENC 1101	Freshman English I	3	Fall Spring	It may be necessary to first enroll in a lower-level English course depending on college placement test scores.
☐	OST 1100C	Introduction to College Keyboarding	3	Fall Spring	

Check when complete	Course Number	Title	CR	Terms Offered	Prerequisites/Notes
☐	OST 1581	Professional Development in the Workplace	3	Fall Spring	
☐	SLS 1106	First-Year Experience Seminar	1	Fall Spring	
☐	SPC 2608	Fundamentals of Speech Communication	3	Fall Spring	
Total Semester Credit Hours = 13					

Term 2

Check when complete	Course Number	Title	CR	Terms Offered	Prerequisites/Notes
☐	MAC 1105	College Algebra	3	Fall Spring Summer	MAT 1033 with a grade of C or higher, or satisfactory score on placement test
☐	OST 1713C	Word Processing using MS Word	3	Fall Spring	
☐	OST 2335	Business Communications	3	Fall Spring	
☐	ACG 2001	Financial Accounting I **or**		Fall	
☐	ACG 2021	Financial Accounting	3	Fall Spring	
Total Semester Credit Hours = 12					

Term 3

Check when complete	Course Number	Title	CR	Terms Offered	Prerequisites/Notes
☐	GEB 1011	Introduction to Business	3	Fall Spring Summer	
☐	AMH 1020	Introductory Survey Since 1877 **or**	3	Fall Spring Summer	
☐	POS 1041	American Government	3	Fall Spring Summer	
Total Semester Credit Hours = 6					

Term 4

Check when complete	Course Number	Title	CR	Terms Offered	Prerequisites/Notes
☐	MAN 2021	Principles of Management	3	Fall Spring	
☐	OST 2321C	Office Equipment and Procedures I	3	Fall	
☐	OST 1829C	Presentation Expert Skills	3	Fall Spring	
☐	***	Natural Science Core	3	Fall Spring	
Total Semester Credit Hours = 12					

Term 5					
Check when complete	Course Number	Title	CR	Terms Offered	Prerequisites/Notes
☐	ACG 2450C	Accounting for the Microcomputer	3	Fall Spring	ACG 2001 or ACG 2021
☐	OST 2322	Office Equipment and Procedures II	3	Spring	Prerequisite: OST 2321C
☐	OST 2852	Excel for the Office	3	Fall Spring	
☐	***	Professional Elective	3		GEB 2430 Business Ethics LDR 2001 Introduction to Leadership MAR 2011 Principles of Marketing OST 1110C Intermediate to College Keyboarding
Total Semester Credit Hours = 12					

Term 6					
Check when complete	Course Number	Title	CR	Terms Offered	Prerequisites/Notes
☐	OST 2949	Work Experience	2-3		
☐	***	Humanities Core	3		
Total Semester Credit Hours = 5-6					

Please always check online at southflorida.edu/current-students/college-catalog or meet with your academic advisor or program navigator to ensure that you are viewing the latest and most accurate information.

NOTE: This map is easy to customize to part-time and specialized schedules. Meet with your program navigator to discuss these options.

Career Resources

SFSC's Career Development Center website provides detailed, guided information on career exploration and transfer programs: southflorida.edu/current-students/career-development-center.

Career Information

Common Job Titles

- Administrative Assistant
- Office Clerk
- Secretary
- Receptionist
- Payroll Clerk
- Office Manager

Career and Labor Market Research Tools

- U.S. Bureau of Labor Statistics: bls.gov
- Business job search websites (Monster.com, Indeed.com, and LinkedIn)
- Academic or career association websites (National Retail Federation, Business Professional of America, and Society for Human Resource Management)

Legend

GPS Coach = the individual who assists with your orientation to SFSC and gets you started on your path.
Academic Advisor = the individual who helps you plan your coursework and recommends the best path for you.
Program Navigator = the individual who keeps you on your path and leads you all the way to graduation.