# Office Administration (2265) (A.S.)

## Recommended Roadmap

This Roadmap is a recommended way to complete this program of study. Course availability is subject to change. In some cases a specific course is shown, but there are other options available. To review and consider other courses, see the note at the bottom of this page. Part-time students should refer to the Recommended Course Sequence list. Consult an Academic Advisor or the Business department before creating your actual Academic Degree Plan and refer to the FSCJ Catalog for more information.

### 1st Term

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Grade Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st ENC1101</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>OST 1100</td>
<td>Keyboarding/Introduction to Word Processing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2nd See Note Below</td>
<td>Choose 1 General Education Mathematics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3rd OST 1336</td>
<td>Fundamentals of Business Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CGS 1100</td>
<td>Microcomputer Applications for Business and Economics</td>
<td>3</td>
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**Term Total = 15**

### 2nd Term

<table>
<thead>
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<th>Course ID</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>2nd See Note Below</td>
<td>Choose 1 General Education Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>6th OST 1324</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>OST 1581</td>
<td>Professional Development in the Work Environment</td>
<td>3</td>
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</tr>
<tr>
<td>OST 1384</td>
<td>Introduction to Customer Service</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3rd See Note Below</td>
<td>Choose 1 Professional Elective</td>
<td>3</td>
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</tr>
</tbody>
</table>

**Term Total = 15**

### 3rd Term

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Grade Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>INP 1390</td>
<td>Human Relations in Business and Industry</td>
<td>3</td>
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</tr>
<tr>
<td>CGS 2512</td>
<td>Spreadsheet Concepts and Practices</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4th OST 2771</td>
<td>Word Processing I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>5th OST 1108</td>
<td>Keyboard Skill/Speed Building</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3rd See Note Below</td>
<td>Choose 1 Professional Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Term Total = 15**

### 4th Term

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Grade Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST 2335</td>
<td>Applied Business Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>6th OST 2501</td>
<td>Office Systems Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2nd See Note Below</td>
<td>Choose 1 General Education Humanities</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3rd See Note Below</td>
<td>Choose 1 Professional Elective</td>
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</tr>
</tbody>
</table>

**Term Total = 12**

### 5th Term

<table>
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<th>Course Title</th>
<th>Credit Hours</th>
<th>Grade Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th OST 1943</td>
<td>Internship</td>
<td>3</td>
<td></td>
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</tbody>
</table>

**Total Credit Hours = 60**

### Program Notes:

1* ENC1101 can be taken in place of ENC1101. Please speak with your Advisor for more information.
2* See the options for the General Education Requirements at [http://catalog.fscj.edu](http://catalog.fscj.edu)
3* See the professional elective options on the next page or in the catalog at [fscj.edu/2265](http://fscj.edu/2265)
4* Offered during Fall and Summer Terms.
5* Offered during Spring and Summer Terms.
6* Offered during Fall and Spring Terms.

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This document is an initiative of our QEP: [MAP](#)
Office Administration (2265) (A.S.) Catalog Year 2019-20

RECOMMENDED COURSE SEQUENCE

This list shows a recommended sequence for completing the courses in this program of study. Course availability is subject to change. Part-time students should use this list to determine which courses to take next that fit their schedule. In some cases, a specific course is shown, but there are other options available. To review and consider other courses, see the note on page 1. Consult an Academic Advisor or the Business department before creating your actual Academic Degree Plan and refer to the FSCJ Catalog for more information.

- ENC 1101 - English Composition I (Credit Hours: 3) - Prerequisites: Satisfactory score on the placement test (for non-exempt students only). See program note 1*.
- OST 1100 - Keyboarding/Introduction to Word Processing (Credit Hours: 3) - Prerequisites: None
- Choose 1 Mathematics (See link below for options). See program note 2*.
- OST 1336 - Fundamentals of Business Communications (Credit Hours: 3) - Prerequisites: None See program note 6*.
- CGS 1100 - Microcomputer Applications for Business and Economics (Credit Hours: 3) - Prerequisites: None
- Choose 1 Communications (See link below for options). See program note 2*. - Prerequisites: ENC 1101 with a grade of “C” or better.
- OST 1324 - Business Mathematics (Credit Hours: 3) - Prerequisites: MAT 0018 with a grade of “C” or better, or satisfactory score on the placement test. See program note 6*.
- OST 1581 - Professional Development in the Work Environment (Credit Hours: 3) - Prerequisites: None
- OST 1384 - Introduction to Customer Service (Credit Hours: 3) - Prerequisites: None
- Choose 1 Professional Elective (see list below). (Credit Hours: 3).
- INP 1390 - Human Relations in Business and Industry (Credit Hours: 3) - Prerequisites: Qualify for enrollment in ENC 1101.
- CGS 2512 - Spreadsheet Concepts and Practices (Credit Hours: 3) - Prerequisites: None
- OST 2771 - Word Processing I (Credit Hours: 3) - Prerequisites: OST 1100 or previous keyboarding experience. See program note 4*.
- OST 1108 - Keyboard Skill/Speed Building (Credit Hours: 3) - Prerequisites: None See program note 5*.
- Choose 1 Professional Elective (see list below). (Credit Hours: 3).
- OST 2335 - Applied Business Communications (Credit Hours: 3) - Prerequisites: OST 1336 or ENC 1101.
- OST 2501 - Office Systems Management (Credit Hours: 3) - Prerequisites: None See program note 6*.
- Choose 1 Humanities (See link below for options). See program note 2*.
- Choose 1 Professional Elective (see list below). (Credit Hours: 3).
- OST 1943 - Internship (Credit Hours: 3) - Prerequisites: None. All other program courses should be completed prior to registering for this course.

Professional Elective Options (9 credit hours required):

- APA 1001 - Applied Accounting (Credit Hours: 3)
- ACG 2021 - Financial Accounting (Credit Hours: 3)
- CGS 1060C - Introduction to Information Technology (Credit Hours: 3)
- CGS 2542 - Database Concepts for Microcomputers (Credit Hours: 3)
- GEB 1011 - Introduction to Business (Credit Hours: 3)
- HSC 1531 - Medical Terminology (Health Professions) (Credit Hours: 3)
- MAN 2021 - Principles of Management (Credit Hours: 3)
- MAN 2582 - Introduction to Project Management (Credit Hours: 3)
- OST 1355 - Introduction to Information and Records Management (Credit Hours: 3)
- OST 1464 - Computers in the Medical Office (Credit Hours: 3)

Suggested Tracks:

- Office Management
  - APA 1001 - Applied Accounting (Credit Hours: 3)
  - OR
  - ACG 2021 - Financial Accounting (Credit Hours: 3)
- GEB 1011 - Introduction to Business (Credit Hours: 3)
- MAN 2021 - Principles of Management (Credit Hours: 3)

- Medical Office
  - HSC 1531 - Medical Terminology (for Health Professions) (Credit Hours: 3)
  - OST 1355 - Introduction to Information and Records Management (Credit Hours: 3)
  - OST 1464 - Computers in the Medical Office (Credit Hours: 3)

Total Credit Hours = 60

To view a list of the General Education Requirements, please visit our online catalog: https://catalog.fscj.edu/

CAREER OPTIONS

Jacksonville is a city committed to economic development. Opportunities are especially strong in customer service, hospital administration, law firms, religious organizations, real estate firms, government offices, car dealerships, hotels, schools, sports teams, libraries, transportation and manufacturing. According to the Bureau of Labor Statistics, overall employment of secretaries and administrative assistants is expected to grow 12 percent from 2010 to 2020, about as fast as the average for all occupations.

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