

## 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

Course ID	Course Title	Credit Hours	Grade Earned
1* ENC 1101	English Composition I	3	
OST 1100	Keyboarding/Introduction to Word Processing	3	
2* See Note Below	Choose 1 General Education Mathematics	3	
6* OST 1336	Fundamentals of Business Communications	3	
CGS 1100	Microcomputer Applications for Business and Economics	3	

**Term Total = 15**

#### 3rd Term

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

**Term Total = 15**

#### 5th Term

Course ID	Course Title	Credit Hours	Grade Earned
7*OST 1943	Internship	3	

**Term Total = 3**

#### 2nd Term

Course ID	Course Title	Credit Hours	Grade Earned
2* See Note Below	Choose 1 General Education Communications	3	
6* OST 1324	Business Mathematics	3	
OST 1581	Professional Development in the Work Environment	3	
OST 1384	Introduction to Customer Service	3	
3* See Note Below	Choose 1 Professional Elective	3	

**Term Total = 15**

#### 4th Term

Course ID	Course Title	Credit Hours	Grade Earned
OST 2335	Applied Business Communications	3	
6* OST 2501	Office Systems Management	3	
2* See Note Below	Choose 1 General Education Humanities	3	
3* See Note Below	Choose 1 Professional Elective	3	

**Term Total = 12**

**Total Credit Hours = 60**

#### Program Notes:

- 1\* ENC1101C can be taken in place of ENC1101. Please speak with your Advisor for more information.
- 2\* See the options for the [General Education Requirements](http://catalog.fscj.edu) at <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.
- 7\* OST1943 must be taken in the final term with department approval. To request OST1943 registration, email [asofficeadmin@fscj.edu](mailto:asofficeadmin@fscj.edu).

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## 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:** ENC1101 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 **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:** This course must be taken in the final term with department approval. **See program 7\*.**

### *Professional Elective Options (9 credit hours required):*

- 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**

- 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](https://catalog.fscj.edu/), 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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