

ASSOCIATE in SCIENCE (A.S.)

OFFICE ADMINISTRATION

Florida CIP: 1552020401 SF Program Code: 3230

2018-2019

Business Programs

Sample Sequencing for Full-time Students:

Term 1 (Fall)	Term 2 (Spring)	Term 3 (Summer)	Term 4 (Fall)	Term 5 (Spring)
MAT1033 Intermediate Algebra (3)	OST2335C Business English (3) *AVAILABLE IN SPRING SEMESTERS ONLY.	Math Choose one: MAC1105 MGF1106 MGF1107 (3)	PSY2012 General Psychology OR SYG2000 Principles of Sociology (3)	*GEB2949 Business Internship (3) *AVAILABLE IN SPRING SEMESTERS ONLY. SEE NOTE BELOW.
CGS1101 Microsoft Office Applications (3)	ENC1101 College Composition (3)	BUL2241 Business Law I (3)	ACG2001 Principles of Accounting (3)	MAN2021 Principles of Management (3)
GEB1011 Introduction to Business (3)	OST2712 Word Processing Keyboarding II (3)	ENC2210 Technical Communication (3)	PHI2600 Introduction to Ethics (3)	OST2401 Office Administration (3)
OST2711 Word Processing Keyboarding I (3)	PLA1003 Introduction to Legal Assisting (3)	OST2796 Emerging Business Technologies (3) - SUMMER A ONLY -	OST2792 Internet for Office Professionals (3)	OST2853 Spreadsheet and Database Mgt. (3) - SPRING ONLY -
Total Hours 12	Total Hours 12	Total Hours 12	Total Hours 12	Total Hours 12

Total SF Semester Hours = 60

The Associate in Science degree for Office Administration is a 60 credit hour program designed for students who are interested in working as an administrative assistant. Students completing this degree are also eligible to receive the 18 credit hour Office Specialist Certificate (6577). Contact a Business Advisor via douglas.robertson@sfccollege.edu.

***Students must meet with the GEB2949 instructor prior to the beginning of the Spring semester for guidance and approval of the internship; check with the Business Advisors for information regarding available dates and times.**

Commitment to Equal Access and Equal Opportunity

Santa Fe College is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination. For more information, visit sfccollege.edu/eao or contact equity.officer@sfccollege.edu