

ASSOCIATE OF SCIENCE (A.S.)

OFFICE ADMINISTRATION

Florida CIP: 1552020401 SF Program Code: 3230

2016-2017

Business Programs

Sample Sequencing for Full-time Students:

Term 1 (Fall)	Term 2 (Spring)	Term 3 (Summer)	Term 4 (Fall)	Term 5 (Spring)
Math Choose one: MAC1105 MGF1106 MGF1107 (3)	OST2712 Word Processing Keyboarding II (3)	MNA1020 Professional Development Strategies (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)
OST2335C Business English (3)	GEB1011 Introduction to Business (3)	PHI2600 Introduction to Ethics (3)	ENC2210 Technical Communication (3)	OST2401 Office Administration (3)
OST2711 Word Processing Keyboarding I (3)	PLA1003 Introduction to Legal Assisting (3)	OST2796 Emerging Business (3)	OST2792 Internet for Office Professionals (3)	OST2853 Spreadsheet and Database Mgt. (3)
Total Hours 12	Total Hours 12	Total Hours 12	Total Hours 12	Total Hours 12

Total SF Semester Hours = 60

The Associate of Science degree in 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 27 hour Office Management Certificate, and the 12 hour Office Support Certificate. Contact a Business Advisor via douglas.robertson@sfcollege.edu or catherine.lawton@sfcollege.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.**