

OFFICE ADMINISTRATION (2144) OFFICE MANAGEMENT

ASSOCIATE IN SCIENCE DEGREE

This program is designed to meet the needs of students desiring college-level training in office administration. This specialization provides students a strong background in word processing, file management, and microcomputer operating systems and their applications to common problems in the business environment. This program is also designed to provide supplemental training for persons previously or currently employed in this program area.

For information, call (386) 312-4183.

GENERAL EDUCATION COURSES:

	ENC	1101	Composition I.....	3
+	ENC	1102	Composition II	3
	MAC	1105	College Algebra	3
	or			
	MGF	1106	Math for Liberal Arts I	3
	or			
	MGF	1107	Math for Liberal Arts II.....	3
*	_____	_____	Social Science	3
+*	_____	_____	Humanities	3

DEGREE SPECIFIC COURSES:

+	ACG	2021	Principles of Financial Accounting	4
	CGS	1100	Microcomputer Applications Software.....	3
+	CGS	1515	Spreadsheet Concepts for Business	3
	CGS	1560	Microcomputer Operating Systems	3
	CGS	2525	Presentation Technology.....	3
+	CGS	2545	Database Concepts for Business.....	3
+	COP	2822	Web Page Authoring	3
3				
	GEB	1011	Introduction to Business.....	3
	MAN	2021	Principles of Management	3
	MTB	1103	Business Mathematics.....	3
	OST	1355	Electronic Records Management	3
	OST	1764	Microsoft Word for Windows.....	3
	OST	2335	Business Communications.....	3
+	OST	2773	Advanced Word for Windows.....	3
+	OST	2850	Microsoft Office Professional.....	3

ELECTIVES (CHOOSE 3 CREDIT HOURS):

	MAN	2300	Human Resource Management	3
	OST	1581	Professional Development in the Workplace	3

REQUIRED TOTAL CREDIT HOURS 64

*Refer to A.A. degree general education requirements.
 +Prerequisite course required. See course descriptions in catalog.

PROGRAMS OF STUDY

BUSINESS