

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
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 ONE COURSE):

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.