



OFFICE MANAGEMENT, ASSOCIATE OF SCIENCE

Program Code: 22112

Career Pathway: Business

Location(s): Courses for this program are offered at all Broward College locations. The program specific courses are offered at the North Campus, the Judson A. Samuels South Campus, and BC Online. (<https://www.broward.edu/about/locations/>)

Program Entrance Requirements: HS Diploma or GED

Program Description: The Office Management Associate of Science Degree emphasizes competencies used by various office support personnel. Students will have the opportunity to develop expert skills in keyboarding, software applications, business ethics and communications, and office management.

- a. Office Support, Technical Certificate 6279
- b. Office Specialist, Technical Certificate 6280
- c. Office Management, Technical Certificate 6237
- d. Office Management, Associate of Science 22112
- e. Bachelor of Applied Science

Course	Title	Credits	6279	6280	6237
CGS1060C	COMPUTER AND INTERNET LITERACY	3.00	X	X	X
OST1100C	KEYBOARDING & DOCUMENT PROCESSING I	3.00	X	X	X
ENC1101	COMPOSITION I	3.00			
OST2335	COMMUNICATIONS IN THE WORKFORCE	3.00	X	X	X
OST2764C	ADVANCED WORD	3.00	X	X	X
GE Course	General Education Math Core ¹	3.00			
GEB1011	INTRODUCTION TO BUSINESS	3.00			
APA1111C	INTRODUCTION TO ACCOUNTING	3.00		X	X
OST2853C	SPREADSHEET MANAGEMENT	3.00		X	X
OST2501	OFFICE MANAGEMENT	3.00			X
AMH2020	HISTORY OF THE UNITED STATES SINCE 1877	3.00			
or POS2041	NATIONAL GOVERNMENT				
OST1355C	RECORDS MANAGEMENT	3.00			X
Elective	Elective Course ²	3.00			
GE Course	General Education Humanities Core	3.00			
GE Course	General Education Science Core	3.00			
GE Course	General Education Speech	3.00			
MAN2021	INTRODUCTION TO MANAGEMENT	3.00			
ACG2450C	COMPUTERIZED ACCOUNTING APPLICATIONS	3.00			X
MAR1011	PRINCIPLES OF MARKETING FOR THE 21ST CENTURY	3.00			
OST2949	CO OP WK EXP (Or Elective) ²	3.00			
Total Credits		60	12	18	27

¹ The recommended Gen. Ed. Math is MGF1107 SURVEY OF MATHEMATICS. However, any other approved General Education Math course may also be used to satisfy this program's Gen. Ed. Math requirement. Students who plan to take STA2023 STATISTICS must take the prerequisite MGF1106 FOUNDATIONS OF MATHEMATICAL REASONING as a "Business Elective" prior to taking STA2023 STATISTICS. Students who plan to take MAC1105 COLLEGE ALGEBRA may instead be advised to take MAC1105C COREQUISITE COLLEGE ALGEBRA, which is a 5-credit course. Students who take MAC1105C COREQUISITE COLLEGE ALGEBRA must take an approved Business Elective course to satisfy the 1-credit remaining to be taken in order to earn the 60 required program credits. It is recommended that you see an advisor to confirm your Math choice

² See Program Electives (p. 2) below. Students are encouraged to take ECO2013 PRINCIPLES OF MACROECONOMICS if they plan on going into the BAS program after graduation.

Program Electives

Course	Title	Credits
ECO2013	PRINCIPLES OF MACROECONOMICS	3.00
FIN2100	PERSONAL FINANCE	3.00
MKA1021	SALESMANSHIP	3.00
MKA1511	ADVERTISING: TRADITIONAL AND NEW MEDIA	3.00
MNA1161	INTRODUCTION TO CUSTOMER SERVICE	3.00
MNA2345	PRINCIPLES OF SUPERVISION	3.00
QMB2100	QUANTITATIVE METHODS IN BUSINESS	3.00
MAR2644C	DATA BASED MARKETING	3.00
MAC1105C	COREQUISITE COLLEGE ALGEBRA	5.00
QMB1001	BUSINESS MATHEMATICS	3.00

Notes: See General Education course information here (<https://catalog.broward.edu/programs-study/aa-general-education-graduation-requirements/>).

In accordance with Florida Statute and Florida Administrative Code, students may need to satisfy the Civic Literacy Graduation Requirement. Visit the Civic Literacy Graduation Requirement page at broward.edu/civic-literacy (<https://students.broward.edu/resources/civic-literacy/>).

Students are strongly encouraged to meet with an advisor (<https://students.broward.edu/resources/advising/>) to create a personalized educational plan.

Program Highlights

Credit for Prior Learning

Accelerate your path to completion with these options:

- Credit by exam
- Earned industry certifications
- Prior Learning Assessment
- And much more...

Related Industry Certifications

Upon completing this program, graduates will be eligible to sit for the following industry certifications/licenses:

- QuickBooks (ACG2450C COMPUTERIZED ACCOUNTING APPLICATIONS)

Get an Internship

After completing your first year of coursework make sure to visit Employment Solutions (<https://broward.edu/career/>) for internship opportunities and helpful tools like virtual job shadow, to help take your career to the next level!

- Get an Internship (<http://broward.edu/studentresources/career/Pages/Find-a-job-or-internship.aspx>)
- Virtual Job Shadow Tool (<http://www.broward.edu/studentresources/career/Pages/default.aspx>)

Median Wage and Job Growth Outlook

Broward College has Career Coach! (<https://www.broward.edu/careercoach/>) It is designed to help you find a good career by providing the most current local data on wages, employment, job postings, and associated education and training.

Fund Your Education

This program is Financial Aid eligible (<https://www.broward.edu/admissions/financial-aid/>). Scholarships (<https://www.broward.edu/admissions/financial-aid/scholarships/>) may be available. This program is part of the Career Source Broward ITA List (<http://careersourcebroward.com/>).

Program Learning Outcomes

Graduates from this program will:

- Demonstrate proficiency with communicating effectively in the workplace.
- Demonstrate proficiency with composing effective resumes and employment letters.
- Perform office management skills effectively in the workplace.
- Perform information processing activities effectively in the workplace.

- Manage records in an electronic database.
- Demonstrate proficiency with managerial employment communications.