OFFICE ADMINISTRATION

Associate in Science Degree (CIP # 1552020401)

This program is designed to prepare students for office support positions of receptionists, administrative assistants, records managers, office supervisors and managers and other office related positions. The program prepares students for immediate employment in a business office and provides training for both first-time job seekers and experienced employees who wish to advance in their careers.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and advanced course sequence as a guide in program planning. For more information, visit: http://net1.valenciacollege.edu/future-students/degree-options/associates/office-administration/

Students are strongly encouraged to consult a Career Program Advisor in the department office for assistance in determining the best education plan for their career goals.

All degree-seeking students must satisfy entry testing requirements and satisfactorily complete all mandatory courses in reading, student success, mathematics, English, and English for Academic Purposes in which the student is placed.

Alternative Ways to Earn Credit

Graduates of specific programs at Orange County Technical Colleges and TECO may be eligible to receive college credit for specific courses in this program. You may also be eligible to receive credit toward this degree if you have earned an approved industry certification such as the (Certified Professional Secretary-CPS or Certified Administrative Professional-CAP certification), or you have earned Career Pathways credit. For more information and requirements, go to valenciacollege.edu/asdegrees/transferagreements.cfm (http://valenciacollege.edu/asdegrees/transferagreements.cfm) to view the award of credit options. Eligible students should contact the related academic department and/or Career Program Advisor at Valencia for the award of credit.

Technical Certificates

The Office Administration A.S. degree also offers the following college credit certificate programs. These certificate programs can put you on the fast-track to reaching your career goals. They are designed to equip you with a specialized skill set for entry-level employment or to upgrade your skills for job advancement. Most can be completed in one year or less, and all of the courses in the certificate programs are embedded in the A.S. degree. Click on the Certificate tab at the top of the page for more information about the course requirements.

- Office Support (12 credits) (CIP # 0552020403)
- Office Specialist (18 credits) (CIP # 0552040704)
- Office Management (27 credits) (CIP # 0552020401)

Start Right

Degree-seeking students enrolling at Valencia for the first time will have a limited range of courses from which to choose for their first 18 college-level credits. Within the first 18 college credit hours, you will be required to take ENC1101 (3 credits), and if applicable, SLS 1122 (3 credits) and a mathematics course appropriate to your selected major (3 credits). The remaining courses will be chosen from the General Education Core Courses in humanities (3 credits), science (3 credits), or social science (3 credits), and/or the introductory courses within the A.S. degree programs. For specific courses see the Foundation Courses on the *Program Requirements* tab. For course sequencing recommendations, see your Career Program Advisor or create an education plan by logging into Atlas, clicking on the LifeMap tab and clicking My Education Plan.

Potential Careers

- Administrative Assistant
- Office Supervisor
- Office Manager
- Executive Secretary
- Executive Assistant
- Professional Assistant

Salary & Earnings Information

For salary and wage information, visit: www.floridawages.com (http://www.floridawages.com).

Contacts

Future Students

Contact Enrollment Services at enrollment@valenciacollege.edu or call 407-582-1507.

Current Students

East Campus
Betty Wanielista, Program Chair: 407-582-2347
bwanielista@valenciacollege.edu
Lisa Larson, Career Program Advisor: 407-582-2503
llarson9@valenciacollege.edu

West Campus
Marie Howard, Program Chair: 407-582-1423
mhoward@valenciacollege.edu
Beverly Johnson, Career Program Advisor, West Campus: 407-582-1890
bjohnson@valenciacollege.edu

Osceola Campus
Coleen Jones, Program Chair: 407-582-4851
cjones3@valenciacollege.edu
Ramon Velez-Cruz, Career Program Advisor: 407-582-4258
rvelez20@valenciacollege.edu
(rvelez20@valenciacollege.edu)@valenciacollege.edu
(mgonzalez10@valenciacollege.edu)

Internship and Workforce Services

If you need assistance with job resources or in locating an internship, please visit: valenciacollege.edu/internship (http://valenciacollege.edu/internship).

Program Outcomes

- Support management in office administration.
- Prepare business documents.
- Manage records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.
- Execute the duties of an office administrator.

Foundation Courses

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<tr>
<th>Course</th>
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<th>Notes</th>
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<tr>
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<td>3</td>
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<td>SLS 1122</td>
<td>New Student Experience ~</td>
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<td>OST 2854C</td>
<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE)</td>
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<td>BUSINESS COMMUNICATIONS</td>
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<td>OST 2501C OFFICE MANAGEMENT C1</td>
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<td></td>
<td>OST 2756C MICROSOFT WORD</td>
<td>3</td>
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<tr>
<td></td>
<td>OST 2813C DESKTOP PUBLISHING</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OST 2836C MICROSOFT ACCESS DATABASE MANAGEMENT</td>
<td>3</td>
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<tr>
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<td>Science or Mathematics</td>
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<td>See Gen. Ed. Core Requirement</td>
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<td>OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II ¹</td>
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<td>Office Administration Electives (Included are OST 2944 and/or</td>
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<td></td>
<td>ACG 2021C PRINCIPLES OF FINANCIAL ACCOUNTING</td>
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Office Administration Electives

Any of these courses not being used as a degree requirement:

- ACG 2021C PRINCIPLES OF FINANCIAL ACCOUNTING ¹
- or APA 1111C Basic Accounting
- MAN 2300 Intro To Human Resources Mgmt C1
- MTB 1103 Business Mathematics
- OST 1108C BUILDING KEYBOARDING SPEED AND ACCURACY *
- OST 1257C MEDICAL TERMINOLOGY FOR OFFICE
- OST 1320C TEN KEY MASTERY
- OST 1467C INTRODUCTION TO BODY SYSTEMS FOR OST
- OST 1755C MICROSOFT WORD-INTRODUCTION
- OST 2828C MICROSOFT POWERPOINT (PRESENTATION SOFTWARE)
- OST 2852C MICROSOFT EXCEL INTRODUCTORY
- SBM 1000 Small Business Management
- SLS 1303 Job Search
- SLS 2940 Service Learning *

¹ Students with prior experience and/or instruction in OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I and/or
OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II should consult a Career Program Advisor about credit-by-
examination or alternate possibilities.

(GR) Denotes a Gordon Rule course.

Notes:

Office Administration courses may be taught in a multilevel-class atmosphere.

C1 Indicates the course is part of a sequence which preparers students for the Certified Administrative Professional (CAP) Certification.

Associate in Science (A.S.) Degree students who wish to pursue a Bachelor’s Degree have the opportunity to transfer into a related bachelor’s degree (2+2) that is offered at any state college in Florida. Students who want to continue their education should discuss the career path with their Career Program Advisor, as well as contact their State College of choice for acceptance of this degree.

Microsoft Certified Application Specialist Certification

The following courses will help prepare you to take the Microsoft Certified Application Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.

- OST 2756C MICROSOFT WORD
- OST 2858C MICROSOFT EXCEL
- OST 2836C MICROSOFT ACCESS DATABASE MANAGEMENT

Office Management

Technical Certificate

This certificate is designed for students interested in employment as office support managers in word processing or office administration departments.

Program Outcomes

- Support management in office administration.
- Prepare business documents.
- Manage business records.
- Demonstrate business communication skills.
- Utilize appropriate office technology.

Foundation Courses

- OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I ¹
- OST 2854C MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)
- OST 1355C RECORDS MANAGEMENT AND LEGAL IMPLICATIONS

Select one of the following:

- OST 2831C MICROSOFT WINDOWS
- or Office Management Elective

Intermediate Courses

- OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II ¹
- OST 1335C BUSINESS COMMUNICATIONS
- OST 2501C OFFICE MANAGEMENT
Office Administration

Advanced Courses
OST 2813C DESKTOP PUBLISHING 3
OST 2858C MICROSOFT EXCEL 3
Office Management Elective(s) 2
Total Credit Hours 27

Office Management Electives
All OST-prefix courses not being used as a requirement in this degree except OST 1141C
Any of these courses not being used as a degree requirement:
ACG 2021C PRINCIPLES OF FINANCIAL ACCOUNTING 3
APA 1111C Basic Accounting 3
MAN 2300 Intro To Human Resources Mgmt 3
SBM 1000 Small Business Management 3
SLS 1303 Job Search 1
SLS 2940 Service Learning * 1-4
OST 1320C TEN KEY MASTERY 1
OST 1755C MICROSOFT WORD-INTRODUCTION 1
OST 2828C MICROSOFT POWERPOINT (PRESENTATION SOFTWARE) 1
OST 2852C MICROSOFT EXCEL INTRODUCTORY 1

* This course has a prerequisite; check description in Valencia catalog.
+ This course must be completed with a grade of C or better.
+ This course has a prerequisite; check description in Valencia catalog.

Foundation Courses
OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I 3
OST 2854C MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)
Select one of the following:
OST 2831C MICROSOFT WINDOWS 1
or Office Specialist Elective
Intermediate Courses
OST 1335C BUSINESS COMMUNICATIONS 3
OST 1355C RECORDS MANAGEMENT AND LEGAL IMPLICATIONS 3
Advanced Courses
OST 2858C MICROSOFT EXCEL 3
Office Specialist Elective(s) 2
Total Credit Hours 18

Office Specialist Electives
All OST-prefix courses not being used as a requirement in this degree except OST 1141C Computer Keyboarding.
SBM 1000 Small Business Management 3
MAN 2300 Intro To Human Resources Mgmt 3
SLS 1303 Job Search 1
SLS 2940 Service Learning * 1-4
OST 1320C TEN KEY MASTERY 1
OST 1755C MICROSOFT WORD-INTRODUCTION 1
OST 2828C MICROSOFT POWERPOINT (PRESENTATION SOFTWARE) 1
OST 2852C MICROSOFT EXCEL INTRODUCTORY 1

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.

Notes:
Office Management courses may be taught in a multilevel-class atmosphere.

This certificate program is eligible for Financial Aid.

Microsoft Certified Application Specialist Certification
The following courses will help prepare you to take the Microsoft Certified Application Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.
OST 2756C MICROSOFT WORD 3
OST 2858C MICROSOFT EXCEL 3
OST 2836C MICROSOFT ACCESS DATABASE MANAGEMENT 3

Office Specialist

Technical Certificate
This certificate gives the student experience working with word processing and spreadsheet programs. These skills can be applied at the mid-management level of employment.

Program Outcomes
- Support management in office administration.
- Prepare business documents.
- Manage records.

- Demonstrate business communication skills.
- Utilize appropriate office technology.

Notes:
Office Specialist courses may be taught in a multilevel-class atmosphere.

Microsoft Certified Application Specialist Certification
The following courses will help prepare you to take the Microsoft Certified Application Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.
OST 2756C MICROSOFT WORD 3
OST 2858C MICROSOFT EXCEL 3
OST 2836C MICROSOFT ACCESS DATABASE MANAGEMENT 3
Office Support

Technical Certificate

This certificate will give the student experience working with various computer applications. These skills enable a student to seek entry-level office support positions.

Program Outcomes

- Support management in office administration.
- Prepare business documents.
- Utilize appropriate office technology.

Foundation Courses

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<thead>
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<th>Course Title</th>
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<tr>
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<td>MICROSOFT OFFICE (APPLICATIONS PACKAGE)</td>
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Select one of the following:

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<tr>
<td>OST 2831C</td>
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or Office Support Specialist Elective

Intermediate Courses

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Office Support Elective(s) 2

Total Credit Hours 12

Office Support Electives

All OST-prefix courses not being used as a requirement in this degree except OST 1141C Computer Keyboarding.

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<th>Course Title</th>
<th>Credit Hours</th>
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<td>SBM 1000</td>
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<td>MAN 2300</td>
<td>Intro To Human Resources Mgmt</td>
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<td>SLS 1303</td>
<td>Job Search</td>
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<td>SLS 2940</td>
<td>Service Learning *</td>
<td>1-4</td>
</tr>
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<td>OST 1320C</td>
<td>TEN KEY MASTERY</td>
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<tr>
<td>OST 1755C</td>
<td>MICROSOFT WORD-INTRODUCTION</td>
<td>1</td>
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<td>OST 2828C</td>
<td>MICROSOFT POWERPOINT (PRESENTATION SOFTWARE)</td>
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<td>OST 2852C</td>
<td>MICROSOFT EXCEL INTRODUCTORY</td>
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</table>

* This course has a prerequisite; check description in Valencia catalog.
1 Students with prior experience and/or instruction in OST 1100C KEYBOARDING AND DOCUMENT PROCESSING I, and/or OST 1110C KEYBOARDING AND DOCUMENT PROCESSING II should consult a Career Program Advisor about credit-by-examination or alternate possibilities.

Notes:

Office Support courses may be taught in a multilevel-class atmosphere.

Microsoft Certified Application Specialist Certification

The following courses will help prepare you to take the Microsoft Certified Application Specialist Certification. If you have received this certification prior to taking these courses, contact your Career Program Advisor about possible credit.