ADMINISTRATIVE OFFICE MANAGEMENT

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.

Students are strongly encouraged to consult a Student Success Coach 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, mathematics, English and English for Academic Purposes in which the student is placed.

Alternative Ways to Earn Credit toward this Degree

Graduates of specific programs at Orange Technical College and Osceola Technical College, as well as other institutions may be eligible to receive college credit for courses in this program. You may also be eligible to receive credit toward this degree if you have earned one of the approved Gold Standard industry certifications or Career Pathways credit. To learn more about Valencia's award of credit options, visit the Alternative Award of Credit Agreements page (https://valenciacollege.edu/academics/programs/as-degree/alternative-award-of-credit-agreements.php). Eligible students should contact the Student Success Coach in their academic department for more information about the requirements for the award of credit.

College Credit Technical Certificates

The Office Administration A.S. degree also offers the following college credit certificate programs. These certificates 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 certificates are embedded in the A.S. degree. You can earn the certificates as you progress through your A.S. Degree or as a separate, stand-alone credential. Click on the Certificate tab at the top of the page for more information about the certificates that are offered.

- 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 meta-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 Student Success Coach or create an education plan by logging into MyVC, 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 career information related to this program, please visit O*Net OnLine (https://www.onetonline.org/).

Contacts

Future Students

To learn more about this program, email Enrollment Services (enrollment@valenciacollege.edu) or call at 407-582-1507 or visit the Office Administration program page (https://valenciacollege.edu/office-administration/).

Current Students

Your Student Success Coach contact information can be found in MyVC. Log into MyVC, click on the Courses tab, and check your Academic Profile information to find a link to your Coach.

Program Chair

Email to Professor Coleen Jones (cjones3@valenciacollege.edu) or call at 407-582-4851

Internship and Workforce Services

If you need assistance with job resources or in locating an internship, please visit the Internship Resources page (https://valenciacollege.edu/internship/).

Program Outcomes

- Demonstrate business communication skills.
- Use financial and accounting information to support decision making.
- Perform business information processing activities using appropriate software.

- Perform records management activities.
- Develop leadership and strategic organizational skills.
- Perform office management activities.
- Demonstrate employability and workplace skills through participation in work-based learning experiences.

Foundation Courses

Communications	ENC 1101 +*~	3
OST 1100C	KEYBOARDING AND DOCUMENT PROCESSING I C1	3
OST 2854C	MICROSOFT OFFICE (APPLICATIONS PACKAGE) C1	3
OST 1335C	BUSINESS COMMUNICATIONS C1	3
or GEB 1220	WRITING AND SPEAKING IN BUSINESS	
Intermediate Courses		
Humanities	See Gen. Ed. Core Requirement ~	3
Mathematics	See Gen. Ed. Core Requirement +*~	3
Science	See Gen. Ed. Core Requirement ~	3
OST 1110C	KEYBOARDING AND DOCUMENT PROCESSING II *1 C1	3
OST 1355C	RECORDS MANAGEMENT AND LEGAL IMPLICATIONS C1	3
OST 2501C	OFFICE MANAGEMENT C1	3
OST 2756C	MICROSOFT WORD	3
OST 2813C	DESKTOP PUBLISHING	3
OST 2836C	MICROSOFT ACCESS (DATABASE MANAGEMENT)	3
Advanced Courses		
OST 2858C	MICROSOFT EXCEL	3
Social Sciences	POS 2041 ~	3
or AMH 2010 U.S. History to 1877 + ~		
or AMH 2020 U.S. History 1877 to Present +~		
GEB 1011	INTRODUCTION TO BUSINESS	3
OST 2120C	OFFICE ADMINISTRATION SIMULATION *	3
Office Administration Electives (Included are OST 2944 and/or Office Administration Electives) *		6
Select one of the following:		3
APA 1111C	COLLEGE ACCOUNTING C1	
ACG 2021C	PRINCIPLES OF FINANCIAL ACCOUNTING * C1	
Total Credit Hours		**60**

Office Administration Electives

Any of these courses not being used as a degree requirement:		
ACG 2021C	PRINCIPLES OF FINANCIAL ACCOUNTING *	3
or APA 1111C	COLLEGE ACCOUNTING	
ACG 2450C	COMPUTER ACCOUNTING	3
GEB 2112	ENTREPRENEURSHIP *	3
MAN 2021	PRINCIPLES OF MANAGEMENT *	3
MAN 2300	INTRODUCTION TO HUMAN RESOURCES MANAGEMENT C1	3
MTB 1103	BUSINESS MATHEMATICS	3
OST 1257C	MEDICAL TERMINOLOGY FOR OFFICE	3
OST 1467C	INTRODUCTION TO BODY SYSTEMS FOR OST *	3
SBM 1000	SMALL BUSINESS MANAGEMENT	3
SLS 1303	JOB SEARCH	1
OST 2464C	MEDISOFT (OFFICE MANAGEMENT SOFTWARE)	3

+ This course must be completed with a grade of C or better.
* This course has a prerequisite; check description in Valencia catalog.
~ This is a General Education course.
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 Student Success Coach about credit-by-examination or alternate possibilities.
(GE) 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 prepares students for the Certified Administrative Professional (CAP) Certification.

Expand your career opportunities with a Bachelor's Degree in Business and Organizational Leadership (BASBOL) from Valencia. This degree builds on your skills, and prepares you for a supervisory or management role within your respective field. For more information, go to: Bachelor's Degree in Business & Organizational Leadership (https://catalog.valenciacollege.edu/degrees/bachelorofscience/bas/). Students who wish to continue their education should consult with a Student Success Coach to determine the best education plan for their career goals.

Students wishing to transfer credits from this program to another institution must accept responsibility for securing approval from the transfer institution 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 Student Success Coach about possible credit.

OST 2756C	MICROSOFT WORD	3
OST 2858C	MICROSOFT EXCEL	3
OST 2836C	MICROSOFT ACCESS (DATABASE MANAGEMENT)	3

Office Management

Technical Certificate

This certificate is designed for students interested in employment as office support managers in word processing or office administration departments. Areas covered include office technology, records management and legal implications, business communications, desktop publishing, and other office management support functions.

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]	3
OST 2854C	MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)	3
OST 1355C	RECORDS MANAGEMENT AND LEGAL IMPLICATIONS	3
Intermediate Courses		
OST 1110C	KEYBOARDING AND DOCUMENT PROCESSING II *[1]	3
OST 1335C	BUSINESS COMMUNICATIONS	3
OST 2501C	OFFICE MANAGEMENT	3
Advanced Courses		
OST 2813C	DESKTOP PUBLISHING	3
OST 2858C	MICROSOFT EXCEL	3
Office Managment Elective(s)		3
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	COLLEGE ACCOUNTING	3
MAN 2300	INTRODUCTION TO HUMAN RESOURCES MANAGEMENT	3
SBM 1000	SMALL BUSINESS MANAGEMENT	3
SLS 1303	JOB SEARCH	1

* 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 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 prepare students for mid-management level of employment in various office and business settings.

Program Outcomes

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

Foundation Courses		
OST 1100C	KEYBOARDING AND DOCUMENT PROCESSING I [1]	3
OST 2854C	MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)	3
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)		3
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.		
OST 1110C	KEYBOARDING AND DOCUMENT PROCESSING II	3
OST 2464C	MEDISOFT (OFFICE MANAGEMENT SOFTWARE)	3
OST 2501C	OFFICE MANAGEMENT	3
OST 2756C	MICROSOFT WORD	3
OST 2836C	MICROSOFT ACCESS (DATABASE MANAGEMENT)	3
OST 2858C	MICROSOFT EXCEL	3
SBM 1000	SMALL BUSINESS MANAGEMENT	3
MAN 2300	INTRODUCTION TO HUMAN RESOURCES MANAGEMENT	3
SLS 1303	JOB SEARCH	1

\+ This course must be completed with a grade of C or better.
* 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 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

OST 1100C	KEYBOARDING AND DOCUMENT PROCESSING I [1]	3
OST 2854C	MICROSOFT OFFICE (APPLICATIONS PACKAGE) (Applications Package)	3
Intermediate Courses		
OST 2756C	MICROSOFT WORD	3
Office Support Elective(s)		3
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.		
OST 1110C	KEYBOARDING AND DOCUMENT PROCESSING II	3
OST 2464C	MEDISOFT (OFFICE MANAGEMENT SOFTWARE)	3
OST 2501C	OFFICE MANAGEMENT	3
OST 2756C	MICROSOFT WORD	3
OST 2836C	MICROSOFT ACCESS (DATABASE MANAGEMENT)	3
OST 2858C	MICROSOFT EXCEL	3
OST 2813C	DESKTOP PUBLISHING	3
SBM 1000	SMALL BUSINESS MANAGEMENT	3
MAN 2300	INTRODUCTION TO HUMAN RESOURCES MANAGEMENT	3
SLS 1303	JOB SEARCH	1

+ This course must be completed with a grade of C or better.
* 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.

OST 2756C	MICROSOFT WORD	3
OST 2858C	MICROSOFT EXCEL	3
OST 2836C	MICROSOFT ACCESS (DATABASE MANAGEMENT)	3