

2007-08 Catalog: Programs of Study

Office Administration

The Office Administration program enables students to gain skills and knowledge of computer software, office systems, office budgets, customer service and human resources necessary in managing today's automated offices. Career paths include jobs such as administrative assistant, executive secretary, general office manager, office clerk and receptionist.

There are five options within this program:

- **Office Administration** A.S. or A.A.S. Degree
- **Office Support** Technical Certificate
- **Office Specialist** Technical Certificate
- **Office Management** Technical Certificate

Students may choose to pursue an A.S. or A.A.S. degree and earn technical certificates while completing the requirements for the degree, or pursue one or more certificate programs to develop or upgrade their skills in a particular field. Contact an advisor or counselor to determine the career education path that is best for you.

Students may complete a degree in only one of the three specialty track, Office Administration, Medical Office or Office Software Applications. Students who wish to add a second area of specialization after completing a degree should pursue the technical certificate in that area.

Office Administration (2265)

Associate in Science or Associate in Applied Science

This program leads to an A.S. or A.A.S. degree in Office Administration, which prepares you for immediate employment as a highly skilled administrative assistant, executive secretary, office coordinator, supervisor, or general office manager. In addition to office systems and computer software, you'll learn to work with office budgets, spreadsheets, and human resources issues. The program includes customer service and business communications fundamentals.

This program is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Internships

This program includes an internship to help you enter or advance in the job market as soon as you graduate.

Career Opportunities, Rapid Placement

Jacksonville is a city committed to economic development. Organizations are growing and relocating here, and the demand for qualified administrative professionals is high. Florida Community College graduates have a track record for rapid placement. Opportunities are especially strong in customer service, hospital administration, law firms, religious organizations, real estate firms, government offices, car dealerships, hotels, schools, sports teams, libraries, transportation and manufacturing.

Annual Salaries

Entry level salaries in a general office position begin at about \$20,000 and can go to the mid-\$30,000s with experience. Customer service representatives and legal assistants begin at about \$30,000, executive assistants can exceed \$40,000 and business managers in Jacksonville are in the \$70,000 range.

Accreditation

This program is accredited by the **Association of Collegiate Business Schools and Programs** (ACBSP).

Cost

Estimated cost of tuition is \$4,184 (tuition rated for Florida residents, as of 7/07). Contact the program manager for additional costs (textbooks, materials, fees)

Need More Information? Contact:

Sheri Litt, Kent Campus, 904.381.3704

Sandra Beck, Downtown Campus, 904.633.8380

Curriculum

Course Number and Title	Credits
General Education	
ENC 1101 English Composition I	3
*Mathematics	3
INP 1390 Human Relations in Business and Industry	3
*Humanities	3
*Communications — Area B	3
Credit Hours	15
Required Professional Courses	
OST 1100 Keyboarding/Introduction to Word Processing	3
OST 1581 Professional Development in the Work Environment	3
OST 1336 Fundamentals of Business Communications	3
OST 1324 Business Mathematics	3
OST 1384 Introduction to Customer Service	3
OST 2771 Word Processing I	3
OST 2335 Applied Business Communications	3
OST 2501 Office Systems Management	3
CGS 2512 Spreadsheet Concepts and Practices	3
**CGS 1100 Microcomputer Applications for Business and Economics	3
OST 1108 Keyboard Skill/Speed Building	3
OST 1943 Internship	3
Credit Hours	36
Professional Electives (minimum 12 credit hours)	
OST 2773 Word Processing II	3
CGS 2542 Database Concepts for Microcomputers	3
CGS 1580 Introduction to Desktop Publishing	3
GEB 1011 Introduction to Business	3
MAN 2021 Principles of Management	3
MAN 2582 Introduction to Project Management	3
ACG 2021 Financial Accounting	4
or APA 1001 Applied Accounting	3
OST 1355 Introduction to Information and Records Management	3
HSC 1531 Medical Terminology (for Health Professions)	3
OST 1464 Computers in Medical Office	3
OST 1611 Introduction to Medical Transcription	3
CGS 1060 Introduction to Information Technology	3
OST 1145 Data Entry Applications	3
OST 1936 Technical Career Exploration	2
Credit Hours	12
Total Credit Hours	63

The following are suggested tracks to be used for advising purposes only.

Medical Office

HSC 1531	Medical Terminology (for Health Professions)	3
OST 1464	Computers in Medical Office	3
OST 1611	Introduction to Medical Transcription	3
	Introduction to Information and Records Management	3

Office Management

GEB 1011	Introduction to Business	3
ACG 2021	Financial Accounting	4
or APA 1001	Applied Accounting	3
MAN 2021	Principles of Management	3
CGS 2542	Database Concepts for Microcomputers	3

*Refer to **A.S./A.A.S. degree General Education Requirements**.

****CGS 1570** may be substituted for **CGS 1100**.

Note

You have two options in this program: the associate in science (A.S.) degree, which can prepare you for employment or transfer to a state university, and the associate in applied science (A.A.S.) degree, which is intended primarily for students who want immediate employment after graduation. If you choose the A.S. degree you must take **MAC 1105**, **MGF 1106** or a higher level mathematics. The A.A.S. degree requires **MAT 1033** or higher. Please see an advisor to determine the option that is best for you.

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