

Administrative Office Management Pathway

Meta-Major: Business

Intended Program: Administrative Office Management

Planning Your Degree Pathway

This document outlines the courses needed to complete your Associate in Science (A.S.) degree and prepare you for employment in a specialized career upon degree completion. These courses include general education requirements as well as courses specific to your field. Please connect with a Student Success Coach if you need introductory coursework, have earned college credit, industry certifications, have completed an articulated program at a technical college, or would like to modify when you take certain courses and/or how many courses you take in a term. A Student Success Coach can also provide guidance on how to transition or transfer to a bachelor's degree program at Valencia or another Florida state college in case you decide to earn a bachelor's degree in the future.

Additional Degree Requirements

- **Introductory Coursework:** Admissions requirements and/or placement testing may require completion of preparatory courses
- **Civic Literacy:** Must satisfy with POS 2041, AMH 2010 or AMH 2020 (also satisfies Social Science Core) and Florida Civic Literacy Exam or appropriate scores on AP or CLEP exams.
- **Grade Point Average (GPA):** Maintain 2.0 or higher for both Overall GPA and Valencia GPA
- **Valencia Residency:** Complete at Valencia at least 25% of the college-level credits required for the degree

Sample Term-by-Term Plan | Full Time (12+ credits)

See reverse for General Education course options

Introductory Coursework		Credits
Term 2		Credits
OST 2756C Microsoft Word		3
OST 1335C Business Communications		3
OST 1355C Records Management & Legal Implications		3
OST 1110C Keyboarding & Document Processing II*		3
Term 4		Credits
Program Elective		3
GEB 1011 Introduction to Business		3
Humanities Core		3
OST 2836C Microsoft Access		3

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Term 1		Credits
OST 1100C Keyboarding & Document Processing I		3
Math Core*+		3
ENC 1101 Freshman Composition I*+		3
OST 2854C Microsoft Office		3
Term 3		Credits
Science Core		3
OST 2858C Microsoft Excel		3
OST 2813C Desktop Publishing		3
OST 2501C Office Management		3
Term 5		Credits
POS 2041 U.S. Government or AMH 2020 U.S. History 1877 to Present		3
Program Elective		3
MTB 1103 Business Math or APA 1111C Basic Acct. or ACG 2021C Prin. of Fin. Acct* or GEB 2112 Entrepreneurship* or MAN 2021 Principals of Management*		3
OST 2120C Office Admin Simulation*		3

Key: * Course has a prerequisite + Course requires "C" grade or higher Δ Course not offered every term ask your coach

Pathway-Specific Information

- Credit by Examination Option, for OST 1100C & OST 1110C, contact your advisor for details.
- Technical Certificates associated with this degree include Office Support 12 credits, Office Specialist 18 credits, Office Management 27 credits.
- See a coach about the possibility of completing an AS in Medical Administration Front Office Specialization.

Program Electives

APA 1111C Basic Acct.	SBM 1000 Small Business Mgmt.	OST 1755C MS Word-Introductory 1 cr
ACG 2021C Prin. Fin. Acct.*	OST2944 Internship 1-4 cr	OST 2831C MS Windows 1 cr
MAN 2300 Intro to HR	OST 1108C Bld. Keyboarding Speed & Accuracy*	OST 2852C MS Excel-Introductory 1 cr
MTB 1103 Business Math	OST 1257C Medical Terminology	OST 2828C MS PowerPoint 1cr
ACG 2450C Computer Acct (QB)	OST 1467C Intro to Body Systems for OST*	SLS 2940 Service Learning* 1-4 cr
	OST 1320C Ten Key Mastery 1 cr	SLS 1303 Job Search 1 cr

Financial Aid Notice

Federal Financial Aid will be calculated based on the courses required for your Associate in Science Degree. Work closely with your assigned coach to verify your degree on record and to develop a customized plan that includes the required classes each term.

Communication (4 courses)

[SLS 1122](#) – New Student Experience
[ENC 1101](#) – Freshman Composition I*+
[ENC 1102](#) – Freshman Composition II*+
 Pick one:
[SPC 1608](#) – Fundamentals of Speech **or**
[SPC 1017](#) – Interpersonal Communication

Humanities Core (Pick 1)

[ARH 1000](#) – Art Appreciation
[HUM 1020](#) – Introduction to Humanities
[LIT 1000](#) – Introduction to Literature
[MUL 1010](#) – Music Appreciation*+
[PHI 2010](#) – Philosophy
[THE 1000](#) – Introduction to Theater

Humanities Institutional (Pick 1)

[HUM 2220](#) – Humanities - Greek and Roman*+
[HUM 2223](#) – Medieval Humanities*+
[HUM 2232](#) – Humanities Renaissance and Baroque*+
[HUM 2234](#) – 18th and 19th Century Humanities*+
[HUM 2250](#) – 20th and 21st Century Humanities*+
[HUM 2310](#) – Mythology*+
[HUM 2403](#) – Middle Eastern Humanities*+
[HUM 2410](#) – Asian Humanities*+
[HUM 2454](#) – African-American Humanities*+
[HUM 2461](#) – Latin American Humanities*+
[REL 2300](#) – World Religions*+
[ARC 1701](#) – History of Architecture I*+
[ARH 2051](#) – Introduction to Art History II*+
[MUT 1111](#) – Music Theory I~
[PHI 2600](#) – Ethics and Critical Thinking*+

Math Core (Pick 1)

[MAC 1105](#) – College Algebra*+
[STA 2023](#) – Statistical Methods*+
[MGF1130](#) – Mathematical Thinking*+
[MAC 2311](#) – Calculus with Analytic Geometry I*+

Math Institutional (Pick 1)

You may instead select a second course from "Math Core"

[MAC 1114](#) – College Trigonometry*+
[MAC 1140](#) – Precalculus Algebra*+
[MAC 2312](#) – Calculus with Analytic Geometry II*+
[MAC 2233](#) – Calculus for Business and Social Science*+
[MGF1131](#) – Mathematics in Context*+

Key:

* Class has a prerequisite

+ Class requires "C" grade or higher.

^ Course may require a specific grade for transfer institution

~ Must be paired with MUL 1010 to earn Humanities credit.

Bold – Common Program Prerequisite (included in sample plan)

Social Sciences Core (Pick 1)

[POS 2041](#) – U.S. Government
[AMH 2010](#) – United States History to 1877
[AMH 2020](#) – U.S. History 1877 to Present
[ANT 2000](#) – Introduction to Anthropology
[ECO 2013](#) – Principles of Economics – Macro
[PSY 2012](#) – General Psychology
-POS 2041, AMH 2010 or AMH 2020 can satisfy Civic Literacy

Social Sciences Institutional

[ANT 2410](#) – Cultural Anthropology*+
[ASL 2510](#) – Deaf Culture*+
[EUH 2000](#) – Ancient and Medieval Western Civilization*+
[EUH 2001](#) – Modern Western Civilization*+
[INR 2002](#) – International Politics*+
[POS 2112](#) – State and Local Government*+
[SYG 2000](#) – Introductory Sociology
[SYG 2010](#) – Social Problems*+
[WOH 2012](#) – World History to 1500*+
[WOH 2022](#) – World History Since 1500*+

Science Core (Pick at least 1)

You must complete a minimum of 6 credit hours of total science coursework. 3 credit hours must come from "Science Core."

[AST 1002](#) – Astronomy
[BSC 1005](#) – Biological Science
[BSC 1005L](#) – Lab in Applied Biology (1 credit)
[BSC 1005C](#) – Biological Science Combined w/ Lab (4 credits)
[BSC 1010C](#) – General Biology I (4 credits)
[CHM 1020](#) – Chemistry in Everyday Life
[CHM 1045C](#) – General Chemistry with Qualitative Analysis I* (4 credits)
[ESC 1000](#) – Earth Science
[EVR 1001](#) – Introduction to Environmental Science
[GLY 2010C](#) – Physical Geology (4 credits)
[OCE 1001](#) – Introduction to Oceanography
[PHY 1020](#) – Conceptual Physics*
[PHY 2048C](#) – General Physics with Calculus I* (4 credits)
[PHY 2053C](#) – College Physics I with Algebra and Trigonometry* (4 credits)

Science Institutional (Pick 1)

[BOT 2010C](#) – Botany (4 credits)
[BSC 1011C](#) – General Biology II* (4 credits)
[BSC 1020](#) – Human Biology
[BSC 1020C](#) – Human Biology Combined (4 credits)
[BSC 1026](#) – Biology of Human Sexuality
[BSC 1421C](#) – Introduction to Biotechnology (4 credits)
[BSC 2093C](#) – Human Anatomy and Physiology I* (4 credits)
[BSC 2094C](#) – Human Anatomy and Physiology II* (4 credits)
[CHM 1025C](#) – Introduction to General Chemistry* (4 credits)
[CHM 1046C](#) – General Chemistry with Qualitative Analysis II* (4 credits)
[GLY 2160](#) – Geology of National Parks
[HUN 1201](#) – The Science of Nutrition*
[MET 1010](#) – Introduction to Meteorology
[OCB 1000](#) – Introduction to Marine Biology
[PHY 2049C](#) – General Physics with Calculus II* (4 credits)
[PHY 2054C](#) – College Physics II with Algebra and Trigonometry* (4 credits)
[MCB 2010C](#) – Microbiology* (4 credits)

Career ready? Let's check!

☐ Resume and Cover Letter

☐ Employment Readiness: <https://bit.ly/2Z41XBm>

☐ Practice Interview and Job Shadowing

☐ Internships: <https://valenciacollege.edu/students/internship/>