

Associate in Science Degree Pathway

Academic Pathway

2240

Office Administration: Office Management

Suggested Pathway to Graduation

Shown here is an **example** of a full time Academic Pathway to fulfill your AS requirements. This is the recommended sequence of courses whether a full time or part time schedule. Consult with your First Year Success Specialist to develop a personalized schedule to complete your course requirements. If you change your goals or program, you will need to develop a new pathway with your advisor.

Offered	Taken	Category	Order	Course #	Course Title	Credits	Options	StartSmart Activity
Fall								
FA, SP, SU		PC	1	OST1100	Introduction to Word	3	N	SS1 -Meet personally with first year advisor
FA, SP, SU		S	2	ENC1101	Freshman Composition Skills I	3	N	Set up schedule for personalized Pathway
FA, SP, SU		PC	3	CGS1100	Microcomputer Applications	3	N	SS2 -Contact made with first year advisor
FA, SP, SU		PC	4	GEB1011	Introduction to Business	3	N	SS3 -Meet personally with first year advisor
FA, SP, SU		S	5	MGF1106	Liberal Arts Mathematics	3	Y	
Spring								
FA, SP, SU		PC	6	OST2335	Business Communications	3	N	SS4 -Contact made with first year advisor
SP, SU		PC	7	OST1110	Intermediate Word	3	N	SS5 -Meet personally with first year advisor
FA, SP, SU		S	8	ESC1000	Earth Science	3	Y	Review embedded Certificates for Pathway Electives if available
FA, SP, SU		S	9	ECO2013	Principles of Economics-Macro	3	Y	
FA, SP, SU		PC	10	MAN2021	Principles of Management	3	N	Check out CF BAS programs for your continued education
Summer								
FA, SP, SU		PC	11	OST1384	Customer Service	3	N	Join college activity
FA, SP, SU		PC	12	CGS2103	Spreadsheet Applications	3	N	Take MOS: Excel Certification
Fall								
FA, SP		PC	13	OST2717	Advanced Word	3	N	Take MOS: Word Certification
FA, SP, SU		E	14	BUL2241	Business Law I	3	Y	Attend college activity
FA, SP, SU		S	15	HUM1020	Introduction to Humanities	3	Y	
FA, SP, SU		PC	16	ACG2021	Financial Accounting	3	N	Apply to State College or University of Choice
Spring								
FA, SP		E	17	ACG2450	Integrated Accounting	3	Y	Take QuickBooks Certification
SP		PC	18	OST2401	Office Administration I	3	N	Take MOS: Outlook Certification
FA, SP, SU		E	19	CGS2557	Internet Technologies	3	Y	Apply for Graduation 1st two weeks of last semester
FA, SP, SU		PC	20	OST1949	Office Administration Co-Op	3	N	GRADUATE

Inquire about scholarships and prereq loans.

Category Legend

S = State	CI = Civics Initiative
I = Institution	CC = Computer Competence
FL = Foreign Language	E = Pathway Elective
** = Gordon Rule	+ = Prerequisite(s) required
# = C or Better required	^^ = Certificate courses embedded

This recommended plan is not a binding agreement of any kind between the College of Central Florida and the student, but merely represents a potential curriculum which may be altered as appropriate to meet the student's academic objectives. Course availability is subject to change and all courses are not available every semester. Students should inquire each semester with their Advisor before registering to determine current requirements and possible changes to the suggested curriculum.

This Plan - This academic pathway is designed to help you earn an Associate in Science degree. The courses within the pathway satisfy your General Education requirements and the Program core requirements in your chosen field to earn your degree.

Academic Advising - You can find your assigned advisor and schedule an appointment with them through the link on your MyCF page. All students will be assigned a first year success specialist upon entry to the College of Central Florida. StartSmart requires you to communicate with your first year success specialist five times during the first year. You will **develop a personalized schedule** to meet your goals and complete your course requirements. Once you have completed your first year (24 credits) you will be assigned a pathway advisor who will remain with you until graduation.

Associate in Science Degree - Associate in Science is a degree in the areas of science, technology, engineering and math (STEM) or in the area of career technical education. It prepares you for the workforce in a specific career field. Most programs are two years in length.

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smitho@cf.edu.