

**Associate in Science Degree Pathway**
**Academic Pathway # #2249**
**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 and refer to your degree audit regarding your specific requirements. If you change your goals or program, you will need to develop a new pathway.

Category	Order	Course #	Course Title	Credits
<b>Spring</b>				
CC/I	1	OST1100	Introduction to Word	3
S	2	ENC1101	Freshman Composition Skills I	3
CC/I	3	CGS1100	Microcomputer Applications	3
S	4	MGF1106	Liberal Arts Mathematics	3
<b>Summer</b>				
E	5	GEB1011	Introduction to Business	3
S	6	HUM1020	Introduction to the Humanities	3
<b>Fall</b>				
I	7	ACG2021	Financial Accounting	3
E	8	CET1171	Introduction to Computer Technology	3
I	9	OST2335	Business Communications**	3
I	10	MAN2021	Principles of Management	3
<b>Spring</b>				
I	11	OST1384	Customer Service	3
I	12	OST1110	Intermediate Word	3
I	13	OST2401	Office Administration I	3
E	14	CGS2557	Internet Technologies	3
<b>Summer</b>				
E	15	BUL2241	Business Law I (recommended)	3
S	16	SYG2000	Introductory Sociology	3
<b>Fall</b>				
I	17	OST1949	Work Experience I	3
S	18	ESC1000	Earth Science	3
I	19	OST2717	Advanced Word	3
I	20	CGS2103	Spreadsheet Applications	3

**Category Legend**

S = State

I = Institution

PC = Program Core

\*\* = Gordon Rule

# = C or Better required

CI = Civics Initiative

CC = Computer Competence

E = Pathway Elective

+ = Prerequisite(s) required

^^ = Certificate courses embedded

**This document is an initiative of**

**Inquire about scholarships and prereq loans.**

**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, suggested 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.

*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 First Year Success Specialist or Meta-Major Advisor before registering to determine current requirements and possible changes to the suggested curriculum.*

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