Office Systems Administration (B.A.)

The Bachelor of Arts in Office Systems Administration responds to the need for professionals of administrative support with knowledge in the operation of electronic systems, with the knowledge, techniques, procedures, and skills required to perform successfully in the office. This program offers the cultural background and the basic knowledge of office administration that allow the professional administrative support personnel to participate effectively in decision-making, analysis of data, managing and processing of information, oral and written communication and in establishing effective interpersonal relations. During the first years of studies, the student is offered the knowledge and skills of the associate degree, while during the last two years, there is emphasis on the knowledge and skills at the professional or bachelor degree levels. This program aims to prepare professional administrative support personnel with the skills and knowledge necessary to explore self-employment as a viable alternative in other professional careers. In addition, it aspires to prepare self-directed students that can work in their future job with a minimum of supervision and that have the ability to work in a team. The Bachelor of Arts in Office Systems Administration responds to the need in the modern workplace for professionals with the knowledge, techniques, and skills in electronic and other office management systems required to supervise an office successfully. This program enables students to participate effectively in decision-making, analysis of data, managing and processing information, communicating orally and in writing, and establishing effective interpersonal relations with employees in a cross-cultural environment.

This program is authorized to be offered online.

TOTAL COST OF PROGRAM

Tuition	$22,800
Fees	$3,200
Books	$3,472
Additional Computer Programs	$1,500
Supplies	$2,304
Total	$33,276

*The courses that require the use of technological equipment have a special fee. Such courses are identified by an asterisk.

REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE IN OFFICE SYSTEMS ADMINISTRATION

General Education Requirements	48 credits
Major Requirements	62 credits
Related Requirements	7 credits
Elective Courses	3 credits
Total	120

General Education Requirements - 48 credits

Forty-eight (48) credits are required as explained in the section "General Education Requirements for Bachelors' Degrees." In addition to the course GEHS 2001F--Historical Process of Florida, students of this Program will take course GEHS 2020 – Global Vision of Economy from the Historic and Social Context category. Students will select the other three (3) prescribed distributive credits from those available in this category.

Major Requirements - 62 credits

OMSY 1010	Speed Writing in Spanish	3
OMSY 1101	Information Processing Skills I*	4
OMSY 1102	Information Processing Skills II*	4
OMSY 2000	Production of Business Documents*	4
OMSY 2040	Electronic Spreadsheets*	3
OMSY 2060	Administration of Documents and Databases*	4
OMSY 2233	Information Processing in Legal Affairs Offices*	4
OMSY 2240	Information Processing in Medical Service Offices*	3
OMSY 2250	Human Resources in the Organizational Environment	3
OMSY 3000	Medical Services Billing*	3
OMSY 3030	Business Communication Workshop in Spanish	3
OMSY 3040	Business Communication Workshop in English	3
OMSY 3080	Office Systems Administration	3
OMSY 3500	Interactive Business Communication in English	3
OMSY 4010	Integrated Application Programs in Office Administration*	3
OMSY 4500	Telecommunications in the Office*	3
OMSY 4910	Professional Practicum	3
OMSY 4920	Design and Administration of Trainings	3
OMSY 4970	Integrating Seminar	

Related Requirements - 7 credits

ACCT 1161	Introduction to Financial Accounting	4
BADM 1900	Fundamentals of Management	3

Elective Requirements - 3 credits

An elective course is (i) any course a student takes in any General Education, Major or Prescribed Distributive Course within the student's degree program, in addition to the courses that the student has taken to satisfy the minimum degree program requirements in each category and/or (ii) any course in another degree program. Provided that the student must meet course prerequisites and cannot count the same course twice.