

Office Management & Supervision

Associate of Applied Science Degree

Program Director: Kerry Dolan

Students can complete this program in multiple options, including face to face, distance/hybrid, and full or part time.

This program is designed to prepare students with the skills needed to manage various aspects of the front- and back-office operations of a business. Graduates of this program can work in public industries or governmental agencies as office managers, executive administrative assistants, and other positions that support the overall business operations.

Outcomes

Graduates are prepared to:

- Create and maintain business records.
- Use office software applications.
- Communicate professionally, both orally and in writing.
- Apply an understanding of common business structures and functions on the decision-making process.
- Coordinate and direct office services.
- Analyze the legal and ethical implications of business decisions.
- Demonstrate an understanding of current application and practice related to the supervision of others.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$7,064
Application Fee	\$30
Books/Supplies	\$2,266
Total	\$9,360

*

Fall 2022 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses.

Program Requirements

Course	Title	Credits	Grade/Sem
First Year			
Fall			
BGEN 105	Introduction to Business +	3	_____
CAPP 131	Basic MS Office +	3	_____
COMX 115	Introduction to Interpersonal Communication +	3	_____
M 105	Contemporary Mathematics **,+	3	_____

WRIT 121	Intro to Technical Writing **,+	3	_____
Credits		15	

Spring

ACTG 101	Accounting Procedures I **,+	3	_____
ACTG 180	Payroll Accounting **,+	3	_____
BMGT 245	Customer Service Management **,+	3	_____
CAPP 156	MS Excel **,+	3	_____

Pick one of the following:

WRIT 220	Business and Professional Writing **,+	3	_____
OR BOTH			
BGEN 215	Career Readiness +	2	_____
CAPP 110	Short Courses: MS Outlook +	1	_____
Credits		15	

Second Year

Fall

BGEN 110	Applied Business Leadership +	3	_____
BMGT 215	Human Resource Management **,+	3	_____
BMKT 225	Marketing **,+	3	_____
BMGT 235	Management **,+	3	_____

Select one of the following:

BMKT 131	Introduction to Social Media Marketing **,+	3	_____
----------	---	---	-------

OR

CSCI 181	Web Design and Programming +	4	_____
Credits		15-16	

Spring

ACTG 205	Computerized Accounting **,+	3	_____
BGEN 235	Business Law **,+	3	_____
CAPP 266	Advanced MS Excel Applications **,+	3	_____
Electives		6	_____
Credits		15	

Total Credits 60-61

Suggested Electives

These courses are highly recommended in addition to standard curriculum.

Course	Title	Credits	Grade/Sem
ACTG 202	Principles of Managerial Accounting *	3	_____
BGEN 220	Business Ethics and Social Responsibility	3	_____
BGEN 298	Internship *	1-6	_____
BMKT 131	Introduction to Social Media Marketing *	3	_____
CSCI 181	Web Design and Programming	4	_____
BGEN 215	Career Readiness	2	_____
CAPP 110	Short Courses: MS Outlook	1	_____
COMX 111	Introduction to Public Speaking	3	_____
AHMS 105	Health Care Delivery	2	_____
OR other courses with advisor approval			

*

Indicates prerequisites needed.

**

Placement in course(s) is determined by placement assessment.

+

A grade of C- or above is required for graduation.