

Office Support

Certificate 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 for entry-level employment in the office setting in a variety of industries. Graduates will be prepared to work in private or governmental agencies as office clerks, administrative assistants and other related positions designed to support the business operations of an organization.

Outcomes

Graduates are prepared to:

- Create and maintain business records.
- Use office software applications.
- Communicate professionally, both orally and in writing.

Estimated Cost

Estimated Resident Program Cost*

Tuition and Fees	\$3,532
Application Fee	\$30
Books/Supplies	\$1,124
Total	\$4,685

*

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	_____
BGEN 215	Career Readiness +	2	_____
BMGT 245	Customer Service Management *. +	3	_____
CAPP 110	Short Courses: MS Outlook +	1	_____
CAPP 156	MS Excel *. +	3	_____
Credits		15	
Total Credits		30	

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Indicates prerequisites needed.

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

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