

Office Management & Supervision

Associate of Applied Science Degree

Program Director: Kerry Dolan

Program Faculty: Jessica Boyer

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 | \$8,056 |
| Books/Supplies | \$2,051 |
| Total | \$10,107 |

* Fall 2024 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.

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 | Introduction 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 | _____ |
| BMGT 235 | Management **,+ | 3 | _____ |
| BMKT 225 | Marketing **,+ | 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 | _____ |
| AHMS 105 | Health Care Delivery | 2 | _____ |
| BGEN 215 | Career Readiness | 2 | _____ |
| BGEN 220 | Business Ethics and Social Responsibility | 3 | _____ |
| BGEN 298 | Internship * | 1-6 | _____ |
| BMKT 131 | Introduction to Social Media Marketing * | 3 | _____ |
| CAPP 110 | Short Courses: MS Outlook | 1 | _____ |
| COMX 111 | Introduction to Public Speaking | 3 | _____ |
| CSCI 181 | Web Design and Programming * | 4 | _____ |
| OR other courses with advisor approval | | | |

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

* Indicates prerequisites needed.

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