



**OFFICE SUPERVISION AND MANAGEMENT
Degree Program**

Career Curriculum
Associate in Applied Science
Minimum Hrs. 69
Major Code: 1.2 520204C

FIRST YEAR – FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 111 Business Mathematics	3	___
BUS 116 Keyboarding I	3	___
BUS 127 Electronic Calculating	1	___
BUS 135 Office Language Skills	3	___
BUS 236 Records Management	1	___
PSY 132 General Psychology	3	___
Accounting Elective	3	___
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SECOND YEAR – FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 235 Business Correspondence	3	___
CIS 104 Spreadsheet Design	3	___
CIS 120 Database Management	3	___
CIS 210 Presentation Graphics	2	___
SPE 115 Speech	3	___
Elective	3	___
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FIRST YEAR – SPRING SEMESTER

Dept. No.	Hrs.	Gr.
ACC 105 Payroll Accounting	3	___
BUS 117 Keyboarding II	3	___
BUS 128 Machine Transcription	3	___
BUS 205 Word Processing	3	___
BUS 222 Legal and Social Environment of Business	3	___
PSC 131 American Government OR	3	___
HIS 201 U. S. History I OR	18	
HIS 202 U. S. History II		

SECOND YEAR – SPRING SEMESTER

Dept. No.	Hrs.	Gr.
ACC 225 Integrated Accounting on Computers	3	___
ALH 101 Cardiopulmonary Resuscitation	1	___
BUS 138 Employment Strategy	1	___
BUS 237 Office Procedures	3	___
CIS 230 Operating Systems	3	___
MGT 240 Office Management	3	___
Elective	3	___
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Courses offered one semester only

Spring	Fall
BUS 237	BUS 118
MT 240	BUS 127

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

Effective Date: April 2, 2007

Additional Information:

The following is a list of electives for the Office Supervision and Management curriculum:

ACC 100 Business Accounting	3	CIS 102 Programming I	3
ACC 200 Financial Accounting I	3	CIS 220 Advanced Spreadsheet Design	3
BUS 215 Medical Terminology I	3	MGT 116 Supervisory Techniques of Management	3
BUS 216 Medical Terminology II	3		
BUS 255 Customer Service	3	MKT 113 Principles of Marketing	3
BUS 282 Legal Terminology I	3	MKT 224 Advertising (spring only)	3
BUS 283 Legal Document Processing	3		

Proficiency exams are available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight copy timing) and BUS 117 (requiring 55 wpm with no more than three errors on a three-minute straight copy timing) for those students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

Career Opportunities: Students successfully completing this program will receive an Associate in Applied Science degree. This is a two-year curriculum designed to provide specialized training for the office support person who aspires to be eligible for a management position in the office environment.