



**OFFICE SUPERVISION AND MANAGEMENT
Degree Program**

Career Curriculum 00BUS0013
Associate in Applied Science
Minimum Hrs. 69
Major Code: 1.2 520204C

FIRST YEAR – FALL SEMESTER

Dept. No.	Hrs.	Gr.	
BUS 116	Keyboarding I ¹	3	—
BUS 127	Electronic Calculating	1	—
BUS 135	Office Language Skills	3	—
BUS 236	Records Management	1	—
MAT 113	Introduction to Contemporary Mathematics OR BUS 111 Business Mathematics	3	—
	Accounting Elective ²	3	—
	Humanities and Fine Arts elective ³	3	—
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SECOND YEAR – FALL SEMESTER

Dept. No.	Hrs.	Gr.	
BUS 205	Word Processing	3	—
BUS 235	Business Correspondence	3	—
CIS 120	Database Management	3	—
CIS 210	Presentation Graphics	2	—
ENG 101	English Composition I ⁴ OR ENG 113 Professional Technical Writing ⁴	3	—
SPE 115	Speech OR SPE 116 Interpersonal Communication	3	—
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FIRST YEAR – SPRING SEMESTER

Dept. No.	Hrs.	Gr.	
ACC 105	Payroll Accounting	3	—
BUS 117	Keyboarding II ¹	3	—
BUS 128	Machine Transcription	3	—
BUS 222	Legal and Social Environment of Business	3	—
CIS 104	Spreadsheet Design	3	—
ECO 201	Introduction to Macroeconomics OR ECO 202 Introduction to Microeconomics	3	—
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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 Business Elective ²	3	—
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Fall Only Courses: Spring Only Courses:

BUS 127 ACC 105 BUS 237 MGT 240
 ACC 225 MGT 112

¹ 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 students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

² Office Supervision and Management curriculum electives:

ACC 100	Business Accounting	3	BUS 255	Customer Service	3	MGT 112	Principles of Management	3
ACC 200	Financial Accounting I	3	BUS 282	Legal Terminology I	3	MKT 113	Principles of Marketing	3
BUS 215	Medical Terminology I	3	BUS 283	Legal Document Processing	3	MKT 224	Advertising (spring only)	3
BUS 216	Medical Terminology II	3	CIS 220	Adv. Spreadsheet Design	3			

³ Preferred Humanities and Fine Arts electives: HUM 101, LIT 235, LIT 280, PHL 121, SPE 113.

⁴ Requires a grade of "C" or higher.

The Office Supervision and Management AAS Degree (00BUS0013) is the parent to:

- Data Entry Assistant Certificate Program (00BUS0014)
- General Business Certificate Program (00BUS0015)
- Office Assistant Certificate Program (00BUS0016)

The minimum general education component for the Associate in Applied Science degree requires satisfactory completion of at least 15 semester credits of coursework distributed over the disciplines of Communications, Mathematics, Arts and Humanities, Physical and Life Sciences, and Social and Behavioral Sciences. The curriculum guide for each Associate in Applied Science degree program will spell out the course requirements or options available for satisfying the general education component. With appropriate justification and in consultation with your academic advisor, a request to substitute a course for one recommended in this guide may be granted with the appropriate approvals from the Department Chair, Dean for Instruction and Vice-President for Instruction. However, no substitutions are allowed in Groups I-III (General Education Component; GECC) of the curriculum guide (see the Associate in Applied Science general degree requirements worksheet in the John A. Logan College Catalog).

Students planning to transfer and pursue a baccalaureate degree should, when given a choice, enroll in the general education course that is IAI GECC approved and articulated with participating Illinois institutions.

*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: Fall 2011

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.