



**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 116	3	___
BUS 127	1	___
BUS 135	3	___
BUS 236	1	___
MAT 113	3	___
Introduction to Contemporary Mathematics OR BUS 111 Business Mathematics Accounting Elective <sup>2</sup> Humanities and Fine Arts elective <sup>3</sup>	3	___
	<u>3</u>	___
	17	___

**SECOND YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BUS 205	3	___
BUS 235	3	___
CIS 120	3	___
CIS 210	2	___
ENG 101	3	___
English Composition I <sup>4</sup> OR ENG 113 Professional Technical Writing <sup>4</sup>		
SPE 115	<u>3</u>	___
Speech	17	___

**FIRST YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 105	3	___
BUS 117	3	___
BUS 128	3	___
BUS 222	3	___
CIS 104	3	___
ECO 201	<u>3</u>	___
Introduction to Macroeconomics OR ECO 202 Introduction to Microeconomics	18	___

**SECOND YEAR – SPRING SEMESTER**

Dept. No.	Hrs.	Gr.
ACC 225	3	___
ALH 101	1	___
BUS 138	1	___
BUS 237	3	___
CIS 230	3	___
MGT 240	3	___
Integrated Accounting on Computers Cardiopulmonary Resuscitation Employment Strategy Office Procedures Operating Systems Office Management Business Elective <sup>2</sup>	<u>3</u>	___
	17	___

Spring Only Courses:

ACC 105    BUS 237  
ACC 225    MGT 240

<sup>1</sup> 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.

<sup>2</sup> 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			

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

<sup>4</sup> Requires a grade of "C" or higher.

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 2008**

**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.