

Business Management & Supervision - Office Management

Program: Business Management & Supervision

AAS OFFICE MANAGEMENT – Guided Pathway/Map

1st Semester

Item #	Title	Credits
ORI 110	Freshman Seminar	1
ENG 101	English Composition I	3
MTH 100	Intermediate College Algebra	3
BUS 100	Introduction to Business	3
BUS 241	Principles of Accounting I	3
CIS 146	Computer Applications	3
	Sub-Total Credits	16

2nd Semester

Item #	Title	Credits
ENG 102	English Composition II	3
OAD 137	Computerized Financial Record Keeping	3
ECO 231	Principles of Macroeconomics	3
BUS 242	Principles of Accounting II	3
BUS 275	Principles of Management	3
	Sub-Total Credits	15

3rd Semester

CIS 113 is a prerequisite to OAD 247.

POL 211 may be substituted per Business advisor's approval.

Item #	Title	Credits
CIS 113	Spreadsheet Software Applications	3
ECO 232	Principles of Microeconomics	3
BUS 248	Managerial Accounting	3
POL 211	American National Government	3
BUS 150	Business Math	3
BUS 276	Human Resource Management	3
	Sub-Total Credits	18

4th Semester

PHL 206 may be substituted per Business advisor's approval.

Item #	Title	Credits
PHL 206	Ethics and Society	3
OAD 218	Office Procedures	3
OAD 247	Special Projects	3
BUS 263	The Legal and Social Environment of Business	3
BUS 285	Principles of Marketing	3
BUS 215	Business Communication	3
	Sub-Total Credits	18
	Total credits:	67