

ASSOCIATE OF ARTS IN OFFICE SUPERVISION

NAME _____
 (64 hours with a 2.00 GPA required)

2005-2007 Catalog

DEPT/NO	TITLE	HRS	GR	QPTS
GENERAL STUDIES				
ENGL 101	Composition & Rhetoric I	3		
ENGL 102	Composition & Rhetoric II	3		
CART 101	Introduction to Speech	3		
MATH 101or MATH 103	General Math or College Algebra	3		
ECON 201	Principles of Macroeconomics	3		
PSY 101or SOC 101	General Psychology or People and Their Social Environment	3		

DEPT NO	TITLE	HRS	GR	QPTS
ACCT 207	Principles of Accounting	4		
BEOA 220	Fundamentals of Business Comm	3		
250	Word Process Applications	3		
302	Administrative Systems Mgt.	3		
BGEN 222	Business Productivity Software	3		
301	Intro to Legal Environment	3		
311	Intro to Mgt. Info Systems	3		
480	Internship	3		
ECON 202	Principles of Microeconomics	3		
MGT 305	Principles of Management	3		
308	Labor Relations./Human Resources	3		
MKT 305	Principles of Marketing	3		
	ONE of thefollowing: MGT 309, 310, 314	3		

NOTE:

Recommended Business Electives: BGEN 101, BGEN 105 or
MGT 430

Total Business Credits: 46

Total General Studies Credits: 18

Total Associate Degree Credits: 64

Revised: 8/31/05