

Program: AAS Office Management & Supervision

Contact Person: Kerry Dolan

Date: Updated 2/3/2025

Required Course		Program Outcomes						
Choice of courses within discipline allowed		Create and maintain business records	Use office software applications	Communicate professionally, both orally and in writing	Apply an understanding of common business structures and functions on the decision-making process	Coordinate and direct office services	Analyze the legal and ethical implications of business decisions	Demonstrate an understanding of current application and practice related to the supervision of others
Elective								
ACTG 101	Accounting Procedures I	P			R			
ACTG 180	Payroll Accounting	P						
ACTG 205	Computerized Accounting	P	P		R	R		
BGEN 105	Introduction to Business				I	I	I	I
BGEN 110	Applied Business Leadership				P	P		R
BGEN 235	Business Law					R	P	
BMGT 215	Human Resource Management	P			P	P	R	P
BMGT 235	Management				P	P	R	
BMGT 245	Customer Service Management			R	P	P	R	
BMKT 225	Marketing				P		R	
CAPP 131	Basic MS Office		I					
CAPP 156	MS Excel		R					
CAPP 266	Advanced MS Excel Applications		P					
COMX 115	Introduction to Interpersonal Communication			I				
M 105	Contemporary Math	B						
WRIT 121	Introduction to Technical Writing			I				
WRIT 220	Business and Professional Writing			P				
BGEN 215	Career Readiness			P				
CAPP 110	Short Courses: MS Outlook		R					
BMKT 131	Introduction to Social Media Marketing				R		R	
CSCI 181	Web Design and Programming							
ACTG 202	Principles of Managerial Accounting	R						
AHMS 105	Health Care Delivery	R			R	R	R	
BGEN 220	Business Ethics and Social Responsibility						R	
BGEN 298*	Internship							
COMX 111	Introduction to Public Speaking			R				

B= student ability to demonstrate the learning outcome is considered basic

I = student ability to demonstrate the learning outcome is considered introductory

R = student ability to demonstrate the learning outcome is reinforced, based on previous learning experiences

P = student ability to demonstrate the learning outcome is considered proficient

\* = due to the nature of these courses, the course outcomes may vary each semester

Program: AAS Office Management & Support

Contact Person: Kerry Dolan

Date: Updated 2/3/2025

Required Course		College Learning Outcomes		
Choice of courses within discipline allowed		Critical Thinking Outcome: Students will think critically by evaluating information analytically, using ideas and data in creative and innovative ways.	Communication Outcome: Students will communicate effectively, expressing ideas and information to the audience and situation.	Professionalism Outcome: Students will demonstrate professionalism in and out of the classroom, meeting current organizational or industry standards for conduct, appearance, and teamwork.
Elective				
ACTG 101	Accounting Procedures I	X		X
ACTG 180	Payroll Accounting	X		X
ACTG 205	Computerized Accounting			X
BGEN 105	Introduction to Business		X	
BGEN 110	Applied Business Leadership	X		X
BGEN 235	Business Law	X		
BMGT 215	Human Resource Management	X		X
BMGT 235	Management	X		
BMGT 245	Customer Service Management	X		X
BMKT 225	Marketing	X		
CAPP 131	Basic MS Office			X
CAPP 156	MS Excel	X		X
CAPP 266	Advanced MS Excel Applications	X		X
COMX 115	Introduction to Interpersonal Communication		X	
M 105	Contemporary Math	X		
WRIT 121	Introduction to Technical Writing		X	
WRIT 220	Business and Professional Writing		X	
BGEN 215	Career Readiness		X	X
CAPP 110	Short Courses: MS Outlook			X
BMKT 131	Introduction to Social Media Marketing	X		X
CSCI 181	Web Design and Programming			X
ACTG 202	Principles of Managerial Accounting	X		
AHMS 105	Health Care Delivery			X
BGEN 220	Business Ethics and Social Responsibility	X		
BGEN 298*	Internship			X
COMX 111	Introduction to Public Speaking		X	

B= student ability to demonstrate the learning outcome

I = student ability to demonstrate the learning outcome

R = student ability to demonstrate the learning outcome

P = student ability to demonstrate the learning outcome

\* = due to the nature of these courses, the course outcome