

# Office Support

## Certificate of Applied Science Degree

Program Director: Kerry Dolan

### Students can complete this program in multiple options, including face to face, distance/hybrid, and full or part time.

This program is designed to prepare for entry-level employment in the office setting in a variety of industries. Graduates will be prepared to work in private or governmental agencies as office clerks, administrative assistants and other related positions designed to support the business operations of an organization.

## Outcomes

### Graduates are prepared to:

- Create and maintain business records.
- Use office software applications.
- Communicate professionally, both orally and in writing.

## Estimated Cost

### Estimated Resident Program Cost\*

Tuition and Fees	\$3,532
Books/Supplies	\$1,124
Total	\$4,685

\*

Fall 2023 MUS Student Health Insurance Premiums may be changing. Please check the Health Insurance website (<http://students.gfcmsu.edu/insurance.html>) and/or Student Central for confirmed premium rates. Students will be charged an additional fee of \$21 per credit for online/hybrid courses for only Summer 2023.

## Program Requirements

Course	Title	Credits	Grade/Sem
<b>First Year</b>			
<b>Fall</b>			
BGEN 105	Introduction to Business +	3	_____
CAPP 131	Basic MS Office +	3	_____
COMX 115	Introduction to Interpersonal Communication +	3	_____
M 105	Contemporary Mathematics **, +	3	_____
WRIT 121	Intro to Technical Writing **, +	3	_____
<b>Credits</b>		<b>15</b>	
<b>Spring</b>			
ACTG 101	Accounting Procedures I **, +	3	_____
ACTG 180	Payroll Accounting *, +	3	_____
BGEN 215	Career Readiness +	2	_____
BMGT 245	Customer Service Management *, +	3	_____
CAPP 110	Short Courses: MS Outlook +	1	_____

CAPP 156	MS Excel *, +	3	_____
<b>Credits</b>		<b>15</b>	
<b>Total Credits</b>		<b>30</b>	

+

A grade of C- or above is required for graduation.

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Indicates prerequisites needed.

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Placement in course(s) is determined by placement assessment.