

Office Management (OMN)

THE DEGREE: Associate of Science

THE PROGRAM: develops skills needed to manage an office setting. You may choose electives to develop a curriculum that meets your own career goals.

YOUR NEXT STEP: manage an office in a small to medium size organization.

REQUIRED COURSES

CREDITS

ACC 121 Principles of Financial Accounting I	4
ACC 122 Principles of Financial Accounting II	4
BUS 105 Personal Financial Literacy	3
BUS 111 The Contemporary Business World.....	3
BUS 123 Business Communications	3
BUS 203 Human Resources Management or BUS 205 Principles of Management.....	3
CIS 140 Microcomputer Software Tools I	3
CIS 141 Microcomputer Software Tools II.....	3
CIS 145 Relational Database Design and Application	3
ENG 101, 103, or 105 English Composition I	3
ENG 112, 114, or 116 English Composition II	3
Any course with the prefix PCS (Personal Communication Skills).....	3
Program Elective (any course with the prefix ACC, ADM, BUS, CIS, or ECO)	12
Liberal Arts Electives	12
TOTAL	62

PROGRAM COORDINATOR

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