

# BUSINESS: OFFICE MANAGEMENT



*Planning, organizing and controlling computerized and information processing activities of an organization are the major focuses of the Office Management Program. Graduates will be prepared for higher level office positions.*

## BUSINESS: OFFICE MANAGEMENT

**Degree:** Associate in Applied Science

**HEGIS Code:** 5005

**Curriculum Code:** 2451.OFT

**Campus Location:** North, Distance

**Business and Public Service Division**

**Career Opportunities/Further Education:** Office managers, administrative services, personnel, administrative assistants

### Program Description

The Office Management Program will prepare students for entry-level and mid-management positions that will enable them to lead people in attaining the objectives of an organization. Planning, organizing and controlling computerized and information processing activities of an organization are the major focuses of this curriculum. The program will prepare graduates for higher level office positions, and concentrates on developing the following skills: oral and written communications, business organization, computer software applications, office information systems, supervision and administrative support systems, records and information management and interpersonal rela-

tions. Training will be conducted on computers and related office equipment. For students desiring on-the-job experience prior to graduation, an internship course may be available.

Graduates of the program will be prepared to assume positions as office managers, administrative service coordinators or assistants, office supervisors, records and information supervisors, human resource administrators, administrative assistants, or administrative support staff. Students may transfer to a four-year institution to pursue a bachelor's degree in programs such as business administration, business education, human resources or computer information systems.



## Program Competencies

Upon graduation with an Associate in Applied Science degree in Office Management, the graduate will be able to:

- develop office policies and procedures appropriate to the office environment;
- perform the duties and responsibilities of an office manager;
- keyboard at least 40 net words per minute;
- understand the communication process and its role in interpersonal, oral and written communication;
- develop techniques to assist in problem solving and practical applications;
- integrate and apply information processing, office support and management skills to office situations;
- analyze business structure, management functions and governmental influence;
- select appropriate computer hardware, software and other equipment to accommodate the needs of the office;
- apply human relations skills and develop a professional image appropriate to the position of office manager;
- apply current information management principles using manual and automated methods;
- plan for and implement an integrated office information system; and
- utilize current software programs for word processing, spreadsheet, database, communication, presentation, graphics, desktop publishing and operating system applications.

## CURRICULUM

Total Degree Credits: 60.0

### First Year, Fall Semester

- OF 102 College Keyboarding (3 cr)
- OF 161 Professional Word Processing I (3 cr)
- BU 140 Introduction to Business (3 cr)
- EN 110 College Composition (3 cr)
- \_\_\_\_\_ General Education Elective (3 cr)

### First Year, Spring Semester

- OF 112 - Professional Keyboarding (3 cr)
- OF 260 - Office Technology Management (3 cr)
- BU 131 - Computer Applications in Business (3 cr)
- EN 111 - Composition and Interpretation of Literature (3 cr)
- \_\_\_\_\_ Math/Science Elective (3 cr)

### Second Year, Fall Semester

- OF 160 - Records Management (3 cr)
- OF 261 - Administrative Procedures (3 cr)
- BU 142 - Business Communication (3 cr)
- \_\_\_\_\_ Business Elective (3 cr)
- \_\_\_\_\_ General Education Elective (3 cr)

### Second Year, Spring Semester

- BU 120 - Introduction to Accounting (3 cr)
- BU 130 - Quantitative Business Methods (3 cr)
- BU 261 - Business Law I (3 cr)
- \_\_\_\_\_ General Education Elective (3 cr)
- \_\_\_\_\_ General Education Elective (3 cr)

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