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  
**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 relations. 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:

- keyboard at least 40 net words per minute;
- demonstrate the communication process and its role in interpersonal, oral, and written communication;
- identify the duties and responsibilities of an office manager;
- utilize current software programs for word processing, spreadsheet, and database applications; and
- analyze business structures, management functions, and governmental influences.

CURRICULUM

Total Degree Credits: 60.0

First Year, Fall Semester
OF 102 College Keyboarding (3 cr)
OF 161 Professional Word Processing (3 cr)
BU 140 Introduction to Business (3 cr)
EN 110 College Composition (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)

Second Year, Fall Semester
OF 160 Records Management (3 cr)
OF 261 Administrative Procedures (3 cr)
BU 142 Business Communication (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)

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