

## ADMINISTRATIVE OFFICE MANAGEMENT, Certificate - 1371

*Business Studies Department*

*CIP Code: 52.0401*

The Administrative Office Management certificate prepares students with little or no office management skills, or who are currently employed, and need additional training to perform clerical, administrative, management and information systems support in a variety of office-related environments. Students are able to gain exposure to emerging technologies and business solutions through hands-on application and conducting research. This program can be completed entirely through asynchronous instruction.

### *Career Opportunities*

Graduates find employment in business offices, private industry, public service, state and federal government and specialized environments such as legal, medical, financial, insurance, law enforcement, engineering and management as administrative office specialists or managers. **(SOC Code: 43-6014 Secretaries)**

### *Competency Profile*

This curriculum is designed to prepare students to:

- Demonstrate a comprehensive understanding of office management principles, functions and best practices to effectively contribute to an organization's success
- Apply office software and technology skills including proficiency in word processing, spreadsheet management, database administration, project management tools and office automation systems
- Exhibit strong interpersonal and communication skills, both written and verbal, to facilitate professional relationships with colleagues, clients and stakeholders
- Recognize and apply inclusive management practices that contribute to a respectful and inclusive office culture
- Effectively manage time, prioritize tasks and set goals to meet deadlines and organizational objectives
- Implement organizational and records management strategies, ensuring the secure and efficient handling of confidential information and data
- Implement current business-related technologies and resources to enhance professional administrative productivity

### **PROGRAM REQUIREMENTS (TOTAL CREDITS = 30)**

General Education		Major Requirements		Other Required Courses	
ENGL 101 English Composition I	3	AOS 110 Microsoft Word	3	CIS 105 Introduction to Software for Business	3
		AOS 112 Desktop Publishing	3	CIS 135 Spreadsheet Applications	<u>3</u>
		BUSI 101 Introduction to Business	3		<b>6</b>
		MGMT 112 Introduction to Office Management	3		
		MGMT 202 Office Management	3		
		MGMT 204 Organizational Behavior	3		
		MGMT 227 Project Management	<u>3</u>		
			<b>21</b>		

*Note: Students must complete all required courses with a minimum grade of C or higher to graduate.*

### **RECOMMENDED COURSE SEQUENCE**

Part-time students can complete this program by taking one or more courses each semester.

Fall Semester I		Spring Semester I	
BUSI 101	3	AOS 110	3
CIS 105	3	AOS 112	3
ENGL 101	3	CIS 135	3
MGMT 112	3	MGMT 202	3
MGMT 204	3	MGMT 227	3