

Office Management



Business Technologies Division

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The Higher Learning Commission
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Office Management

Associate of Applied Business in Office Administrative Services

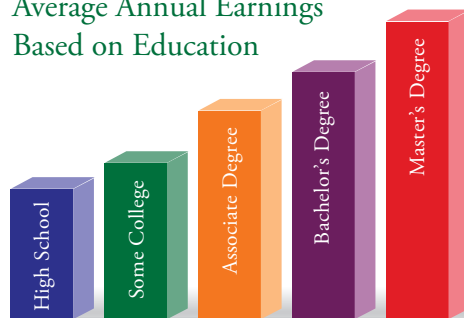
Office management is a critical component in the efficient and effective office operations. All organizations need timely and effective office and administrative support to operate efficiently. Office and administrative support supervisors and managers coordinate this support. These workers are employed in virtually every sector of the economy, working in positions as varied as teller supervisor, customer services manager or shipping and receiving supervisor.

Career Outlook

Employment is expected to grow by 6 percent during the 2006-2016 period. According to the Bureau of Labor Statistics Office and administrative support supervisors and managers held 1.4 million jobs in 2006. Although jobs for office and administrative support supervisors and managers are found in practically every industry, the largest number are found in organizations with a large administrative support workforce, such as banks, wholesalers, government agencies, retail establishments, business service firms, health care facilities, schools and insurance companies. Because of most organizations' need for continuity of supervision, few office and administrative support supervisors and managers work on a temporary or part-time basis.

Education Pays

Average Annual Earnings
Based on Education



2011-2012

Based on data from the Bureau of Labor Statistics

Program Sequence

<i>First Semester</i>		<i>Credits</i>
+	Accounting Elective	4
	CIS112* Microsoft Word	3
	ENG111 Composition I	3
+	OAS110 Records Management	3
	Mathematics Elective	3
		16

<i>Second Semester</i>		<i>Credits</i>
+	Accounting Elective	3
	BUS221 Business Law	3
	CIS113* Microsoft Excel	3
+	CIS118* Access	1
	ENG112 Composition II	3
+	MGT110 Management	3
		16

<i>Third Semester</i>		<i>Credits</i>
	ECO212 Microeconomics	3
+	MKT110 Marketing	3
+	OAS160 Administrative Technology & Procedures	3
+	PAR101 Law Office Management	3
	Science Elective	3
		15

<i>Fourth Semester</i>		<i>Credits</i>
	CIS117* Microsoft Publisher	1
+	CIS201 Workplace Technologies	3
+	MGT210 Human Resource Management	3
+	Business Elective	3
	Humanities Elective	3
	Social Behavioral Science Elective	3
		16

Total Program Credit Hours **63**

* CIS090 Introduction to Computers & OAS090 Keyboarding Basics are prerequisites to CIS112, CIS113, CIS117 and/or CIS118. A Placement test is available for CIS090 & OAS090. See the Admissions Office.

+ Students must attain a 2.00 grade point average in these technical courses to graduate.

Course curriculum is subject to change. Please consult with an Academic Advisor for up-to-date information.

