

# Academic Fact Sheet



## BUSINESS ADMINISTRATION/OFFICE ADMINISTRATION CONCENTRATION (48 Hours)

The Office Administration concentration is administered by the Business Administration and Economics Department.

### Facts about the Program

#### Degrees Offered:

B.S., B.A.

#### Faculty:

- Patricia M. Arneson, Ed.D.
- Vaughn L. Benson, Ph.D.
- JoAnn E. Bondhus, L.L.M.
- Gerald Conway, M.S.E.
- Meenakshi N. Dalal, Ph.D.
- Laura Dendinger, J.D.
- Sharon Garvin, Ed.D.
- Kenneth G. Hallgren, Ed.D.
- Patricia Lutt, Ph.D.
- Jeryl Nelson, Ph.D.
- Charles Parker, Ph.D.
- John Paxton, Ph.D.
- Gerard Ras. M.B.A.
- Gary Volk, Ph.D.

### Program Description

The Office Administration concentration within the Business Administration major is designed to prepare office technology and office management students for positions in today's ever-changing technological and professional business environment. With recent changes in the office environment, the roles and responsibilities of administrative office personnel have expanded to accommodate automated office technology. Students will have opportunities for retraining, upgrading existing skills, acquiring new skills, and using up-to-date equipment prevalent in today's business offices.

Thus, the Office Administration program offers specialized training for the student preparing for specific career opportunities in office management, personnel, administrative secretarial, legal and/or medical secretarial, and word and information processing. The student seeking the Office Administration concentration will receive a four-year Bachelor of Science degree in Business Administration with a specialized concentration in Office Administration.

With appropriate supplemental educational courses and work experience, students enrolled in the Office Administration concentration will be prepared for the CPS (Certified Professional Secretarial) examination. This certification is obtained through Professional Secretaries International and is a truly coveted designation.

### Program Content

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BUS 214 Information Management	
BUS 216 Office Information Processing	
BUS 307 Office Systems and Technologies	
BUS 354 Total Compensation\	
BUS 367 Foundation of Human Resource Management	
CIS 231 Microcomputer Software	
CNA 426 Worldwide Web Development OR	
CNA 450 Computer Layout/Presentation	

TOTAL SEMESTER CREDIT HOURS.....125

### Career Opportunities

- Administrative Office Management
- Personnel Administration
- Information Systems
- Word Processing
- Desktop Publishing

### Scholarships and Financial Aid

Wayne State College is committed to providing a quality, affordable education for its students. There are several types of financial assistance available for Wayne State students, including grants, loans, work-study and scholarships. The aid packages are composed of money from Pell grants, SEOG grants, SSIG grants, Perkins loans, Stafford student loans, PLUS loans and a variety of scholarships. Contact the Financial Aid Office at (402) 375-7230 for further information.

No special ability scholarships are available in the Office Administration area. Students are encouraged to contact the Financial Aid Office for state-assisted and/or annual and endowed scholarship information. Scholarships are highly competitive and awarded through an application process.

### For more information contact:

Business Administration and Economics Department  
Wayne State College  
Wayne, NE 68787  
(402) 375-7245 or 1-800-228-9972  
www.wsc.edu

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**Business Administration**  
**Office Administration Concentration (48 Hours)**

**Freshman/Sophomore**

**Fall/Spring**

BUS 222 Business Law I (3)

BUS 208 Business Communications (3)

BUS 240 Accounting I (3)

BUS 226 Business Statistics (3)

CNA 100 Principles of Human Communication (3)

BUS 241 Accounting II (3)

ECO 203 Principles of Microeconomics (3)

ECO 202 Principles of Macroeconomics (3)

MAT 110 Topics & Ideas in Math (3)

ENG 102 Composition Skills (3)

Other General Education Courses

**Sophomore**

**Fall**

BUS 216 Office Information Processing (3)

**Spring**

BUS 214 Information Management (3)

CIS 231 Microcomputer Software (3)

**Junior**

**Fall**

BUS 322 Managerial Finance (3)

BUS 350 Managing Behavior in Organizations (3)

BUS 352 Production and Operations Management (3)

BUS 367 Foundations of Human Resource Management (3)

**Spring**

BUS 307 Office Systems and Technology (3)

BUS 370 Principles of Marketing (3)

**Senior**

**Fall**

BUS 408 Business Ethics (3)

BUS 454 Total Compensation (3)

CIS 430 Management Information Systems (3)

**Spring**

BUS 362 International Business (3)

BUS 418 Legal Environment of Business (3)

CNA 426 World Wide Web Development (3) or CNA 450 Computer Layout/Presentation (3)

BUS 420 Strategic Management (3) can be taken after 105 credit hours.