Office Administration

Major Course Work

General Education	46
Business Foundation	15
Business Core	30
General Electives	13
Office Administration Concentration*	21
Total Semester Credit Hours	125

***Office Administration Concentration—21 hours**

BUS	214 Records Management	3
	216 Office Info Process	3
	307 Office Syst & Tech	3
	367 Human Resource Management	3
	461 Wage and Benefit Plans	3
CIS	231 Microcomputer Software	3
CNA	426 World Wide Web Develop	
	OR	
	450 Computer Layout/Present	3

Goals & Objectives

The Office Administration concentration within the Business Administration major is designed to prepare secretarial and 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, 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 CPC (Certified Professional Secretarial) examination. This certification is obtained through Professional Secretaries International and is a truly coveted designation.

Job Opportunities

Students majoring in Office Administration will find many career opportunities available to them after graduation. Because the major incorporates up-to-date skills and knowledge from a variety of specialized fields (management, personnel, business law, computers, and technology), students are able to find rewarding employee positions in the fields of:

Administrative Office Management

Job titles include positions as administrative office manager, office manager, information services manager, director of administrative services, and manager of office services.

Personnel Administration

Includes career opportunities in human resource management as clerks and secretaries, employment recruiters, employment trainers, compensation analysts, safety specialists, and employee counselors.

Information Systems

Includes specialized careers in word and data processing, telecommunications, records management, reprographics, micrographics, and office management.

Word Processing

Job titles include word processing operator, word processing correspondence secretary, administration secretary, proofreader, word processing statistical or technical typist, word processing supervisor or manager, and director of administrative services.

Desktop Publishing

This exiting new career field incorporates sophisticated word processing and graphics/clip art software in the layout, preparation, and publication of newsletters, brochures, advertising copy, etc.

Students finding careers in Office Administration often belong to one or more of the following professional associations after graduation: AMS (Administrative Management Society), the Society for the Advancement of Management, the American Management Association, the Association for Systems Management, the Data Processing Management Association, the American Records Management Association, the Association for Information and Image Management, the Association of Information Systems Professionals, and Professional Secretaries International.

In addition, the Office Administration major provides the education foundation for those students seeking the CLS (Certified Legal Secretary) or CPS (Certified Professional Secretary) designations.

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