

**COMPUTER AND BUSINESS TECHNOLOGY**254309 Business Office Manager Option  
(Requirements effective Fall Semester 2009)

Students entering the program must demonstrate a fundamental knowledge of computer software and keyboarding by examination (CISBR) or take the following bridge courses prior to enrolling in the program:

2440:105 Introduction to Computers & Application Software

2540:290 ST: Keyboarding for Skill Development

**C E R FIRST YEAR**Fall Semester

<u>C</u>	<u>E</u>	<u>R</u>		<u>Credit Hours</u>	<u>Prerequisites</u>
—	—	—	2420:104 Introduction to Business in the Global Environment	3	
—	—	—	2420:170 Applied Mathematics for Business (see note B.)	3	Placement by adviser
—	—	—	2540:119 Business English	3	Placement by adviser
—	—	—	2540:121 Introduction to Office Procedures	3	Placement by adviser
—	—	—	2540:123 Microsoft Outlook	2	Placement by adviser
—	—	—	2540:143 Microsoft Word, Beginning	<u>2</u>	Placement by adviser
				16	

Spring Semester

—	—	—	2040:240 Human Relations (see note A.)	3	
—	—	—	2440:125 Spreadsheet Software	2	Placement by adviser
—	—	—	2540:138 Project Management	2	Placement by adviser
—	—	—	2540:144 Microsoft Word, Advanced	2	2540:143 or placement
—	—	—	3300:111 English Composition I (see note A.)	4	Placement by adviser
—	—	—	3600:120 Introduction to Ethics (see note A.)	<u>3</u>	
				16	

**SECOND YEAR**Fall Semester

—	—	—	2420:103 Essentials of Management Technology	3	
—	—	—	2420:211 Basic Accounting I	3	
			or		
—	—	—	6200:201 Accounting Principles I (see note A.)	3	24 college credits
—	—	—	2440:245 Introduction to Databases for Micros	3	Placement by adviser
—	—	—	2540:136 Speech Recognition Technology	2	Placement by adviser
—	—	—	2540:253 Advanced Word Processing	3	2540:144
—	—	—	2540:263 Professional Communication and Presentations	<u>3</u>	3300:111 or permission
				17	

Spring Semester

—	—	—	2040:256 Diversity in American Society (see note A.)	2	3300:111; 32 credits (preferred)
—	—	—	2420:202 Elements of Human Resource Management	3	2420:103
—	—	—	2420:212 Basic Accounting II	3	2420:211
			or		
—	—	—	6200:202 Accounting Principles II (see note A.)	3	6200:201
—	—	—	2540:243 Internship	3	Permission
—	—	—	2540:273 Microsoft PowerPoint	2	2540:140 or 143 or permission
—	—	—	2540:289 Career Development for Business Professionals	<u>3</u>	
				16	

**TOTAL CREDITS - 65****C = Completed E = Exempt R = Required**

## COMPUTER AND BUSINESS TECHNOLOGY

### Business Office Manager Option

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Business office managers perform a broad range of duties in virtually every sector of the economy. They coordinate and direct support services to organizations as diverse as insurance companies, computer manufacturers, and government offices. These workers manage the many services that allow organizations to operate efficiently, such as secretarial and reception; administration; payroll; conference planning and travel; information and data processing; mail; materials scheduling and distribution; printing and reproduction; records management; telecommunications management; security; parking; and personal property procurement, supply, and disposal. Solid communication and staff management skills are required, as well as accounting knowledge.

Wayne College's associate degree in Computer and Business Technology – Business Office Manager Option prepares you for a responsible position as a business office manager and provides management skills and a focus on understanding and developing the human resources of an organization. The business office manager may find positions in large or small industries and businesses, government, schools, manufacturing, insurance, retail, or wholesale establishments.

### NOTES:

- A. These courses fulfill General Education core curriculum requirements or serve as prerequisites for advancement to a Bachelor's degree. Additional options may be available. Associate degree technical courses may also be transferable to Bachelor's degrees in business education, technical education, communication, etc. See an academic adviser for details.
- B. For students considering pursuance of a Bachelor's degree, or transfer to another college/university after graduation, other mathematics course alternatives are available. See an academic adviser for details.
- C. If you are pursuing an associate degree and have completed twelve or more semester credits, we suggest that you schedule an appointment with an academic adviser to transfer into Summit College and to produce a student degree agreement (contract). The degree agreement is a formal statement of the courses that you must complete to satisfy your degree requirements.
- D. Attendance at both day and evening classes may be required to complete this degree.
- E. Please note that if you do not follow the recommended sequence, courses may not be offered when you need them or at conflicting times.