

OFFICE TECHNOLOGY
254309 Business Office Manager Option
 (Requirements effective Fall Semester 2007)

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>
___ ___ ___	2040:240 Human Relations (see note A.)	3	
	or		
___ ___ ___	3750:100 Introduction to Psychology (see note A.)	3	
___ ___ ___	2420:104 Introduction to Business in the Global Environment	3	
___ ___ ___	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

___ ___ ___	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.)	3	
___ ___ ___	7600:106 Effective Oral Communication (see note A.)	3	
___ ___ ___	Physical Education/Wellness (see note A.)	<u>1</u>	
		17	

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 - 66

C = Completed E = Exempt R = Required

OFFICE TECHNOLOGY
Business Office Manager Option
Lori Brinker - Coordinator
D-207
(330) 684-8730
brinker@uakron.edu

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 Office 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. 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.
- C. Attendance at both day and evening classes may be required to complete this degree.
- D. Please note that if you do not follow the recommended sequence, courses may not be offered when you need them or at conflicting times.