

Diploma Program in

OFFICE MANAGEMENT

8 MONTHS - 24 CREDITS

Microsoft Technology Applications

CGS1060 (L)(L)(L)(L)

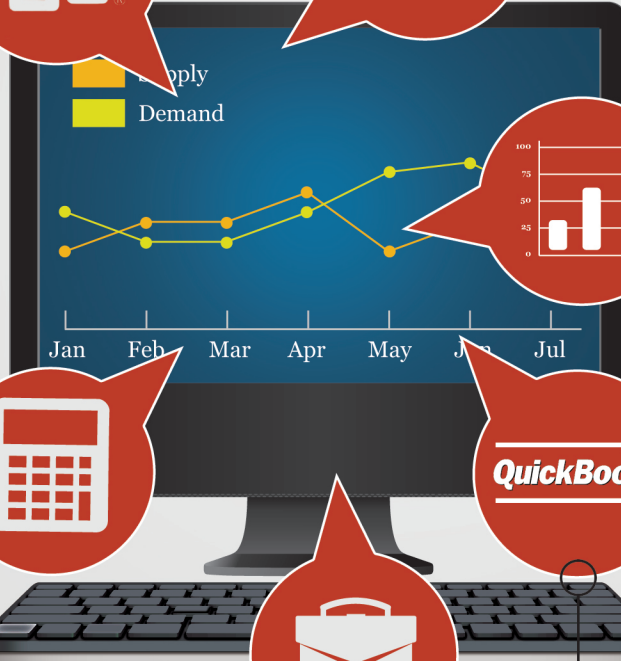
This is a hands-on course in which you will learn to use a computer to practice four of the most popular programs within the Microsoft Office Suite (Word, Excel, Access, and PowerPoint). You will learn to be an intermediate level user of the Microsoft Office Suite.



English Composition

ENC1100 (L)(L)(L)(L)

This is a hands-on course in which you will learn to use a computer to practice four of the most popular programs within the Microsoft Office Suite (Word, Excel, Access, and PowerPoint). You will learn to be an intermediate level user of the Microsoft Office Suite.



Principles of Management

MNA2012 (L)(L)(L)(L)

Students will be introduced to fundamental management principles, concepts of behavioral sciences, management processes, resources and organizational structure.



Financial Accounting

ACG2021 (L)(L)(L)(L)

This course is an introduction to the accounting concepts, principles, and techniques used in recording transactions and preparing financial statements for business enterprises. It is a comprehensive introduction to accounting for students with no accounting background and is designed for both majors and non-majors in accounting. The course will introduce the basic accounting framework before proceeding with a more detailed examination of the recording of transactions and the preparation of financial statements.

Principles of Business

GEB1011 (L)(L)(L)(L)

This course provides a broad overview of how businesses are organized and managed as well as the interrelationships between business and the external forces such as government, community and the economy.

Accounting Application

APA1146 (L)(L)(L)(L)

The student will use a Computerized Accounting System, "QuickBooks Pro" in order to help manage a business using a General Ledger, Accounts Payable, Accounts Receivable, Invoicing & Inventory.
Prerequisites: APA1801

(L) = 1 semester credit hour

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CBT College
SCHOOL OF BUSINESS

*For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at, www.cbt.edu/academics/disclosure.

OFFICE MANAGEMENT

Stats & Fun Facts!



Program Description

The Office Management Diploma Program equips the students with the basic knowledge and skills for immediate entry into the workforce. Prepare yourself for work in a small business environment by learning basic accounting principles and accounting software applications while also achieving proficiency in the computer software used most often in offices all over the country. Graduates of this diploma program have the option of continuing their education in our associate of science in business administration program.

Employment Statistics

= **10,000** employment number

California, New York, Texas, Florida were the states with the highest employment numbers in 2011.



Projected growth 2010-2020

Percent growth in employment based on career options for office management professionals:



Administrative Assistant



Executive Secretary



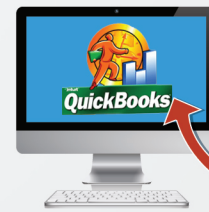
Medical Secretaries

Career Opportunities

Below is a list of different occupations that a office manager may specialize in:

- Bookkeeping Clerk
- Receptionist
- General Office Clerk
- Accounting Clerk
- Paralegal Assistant
- Auditing Clerk

Fun Facts



From **2000-2010** Quickbooks had: **\$1.3 trillion** expenses logged in

\$5 trillion in revenue reported



1/3 of the U.S. GDP (Growth Domestic Product)



Microsoft was founded in **New Mexico** in **1975**.



Microsoft runs on **90%** of the world's computers.

Information Sources

- <http://www.bls.gov/oes/current/oes111021.htm>
- <http://www.bls.gov/ooh/Office-and-Administrative-Support/Secretaries-and-administrative-assistants.htm#tab-7>
- <http://www.deniseoberry.com/some-cool-facts-about-quickbooks-software/>
- http://papatoto.com/article/527346163981/Interesting_facts_about_Microsoft
- <http://www.holidayinsights.com/other/secretary.htm>