Diploma Program in
OFFICE MANAGEMENT
8 MONTHS - 24 CREDITS

Microsoft Technology Applications
CGS1060
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
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
Students will be introduced to fundamental management principles, concepts of behavioral sciences, management processes, resources and organizational structure.

Financial Accounting
ACG2021
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.

QuickBooks

Principles of Business
GEB1011
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
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

IT’S ALL ABOUT [ Your Dream ]

@cbtcollege  facebook.com/mycbtcollege

*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

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

- \(10,000\) employment number

- \(139,790\) people

- \(82,970\) people

- \(82,400\) people

- \(59,200\) people

Projected growth 2010-2020

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

- Administrative Assistant: 12%
- Executive Secretary: 13%
- Medical Secretaries: 41%

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/oes11021.htm
http://www.deniseaberry.com/some-cool-facts-about-quickbooks-software/
http://papato.to/article/527346138961/Interesting_facts_about_Microsoft
http://www.holidayinsights.com/other/secretary.htm

Other product and company names mentioned herein may be the trademarks of their respective owners. The appearance of these marks does not necessarily indicate a formalized sponsorship or affiliation with other such companies.