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. 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 2014.

Projected growth 2012-2020
Percent of growth in employment on career options for office management professionals:

- Administrative Assistant: 12%
- Executive Secretary: 13%
- Medical Secretaries: 4%

Career Opportunities
Below is a list of various occupations that an office manager may specialize in:

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

FUN FACTS

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

$5 trillion in revenue reported

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

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

INFORMATION SOURCES

http://www.bls.gov/oes/current/oes111021.htm
http://www.bls.gov/oco/ocos214.htm
http://papatoe.com/article/527346139881/Interesting_facts_about_Microsoft
http://www.holidayinsights.com/other/secretary.htm

@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.
TOTAL CREDITS - 24

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.

Student Success Skills
SLS1509
Student Success Skills is a course designed to help students succeed in college by providing them with a foundation for gaining the skills and demeanor necessary to be a successful college student. Students will learn how they learn, and pay special attention to cultural, and socio-economic factors that impact student success. The student will learn strategies that may allow them to overcome their cultural, socioeconomic and/or learning challenges.

Principles of Business
GEB1011
This course provides students a broad overview of how businesses are organized and managed. It also emphasizes the interrelationships between business and external market forces such as the government, the community, and the economy.

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, Outlook, and PowerPoint). You will learn to be an intermediate level user of the Microsoft Office Suite.

English Composition
ENC1100
This course will all the students to develop college-level writing skills with an emphasis on essays and research papers. Emphasis is placed on proper syntax, grammar, and sentence structure.

Principles of Management
MNA2012
Students will be introduced to fundamental management principles, basic concepts of behavior, management processes, organizational resource allocation and structure.

Critical Thinking Skills
SLS1509
This course explores the process of thinking critically and guides students in thinking more clearly, insight fully and effectively. Concrete examples from students’ experience and contemporary issues help students develop the abilities to solve problems, analyze issues, and make informed decisions in their academic, career, and personal lives. Substantive readings, structured writing assignments and ongoing discussions help students develop language skills while fostering sophisticated thinking abilities.