YOUR CAREER STARTS HERE!



OFFICE ADMINISTRATION

Office Administration Associates Degree focus on office occupational courses that allow students to develop or refine job skills which contribute to the overall quality and productivity goals of business and industry. In addition to a common core of office administration and office procedures courses and courses specific to a student's area of interest, each curriculum includes courses that address the non-technical skills necessary for a staff member to become part of the office team.

Further, students develop skills in a balanced manner which allows them to pursue realistic employment opportunities at the end of study.

In addition to acquiring office procedures skills, students may transfer credits toward other business related programmess at four-year colleges and universities.

PROGRAMME GOAL/OBJECTIVES:

Develop problem-solving capabilities to function with minimum supervision; Develop the confidence and capability to respond effectively to new processes in the office; Acquire technological, communicative, problem-solving and attitudinal skills to function effectively in the working environment.

EMPLOYMENT OPPORTUNITIES AND JOB OUTLOOK:

If you're a great organiser with strong administration skills and a flair for leading and motivating teams, then a career in Office Administration could be for you.

As an office manager, you'll need to:

+Use a range of office software, including email, spreadsheets and databases, to ensure the efficient running of the office

+Manage online and paper filing systems

+Develop and implement new administrative systems, such as record management

+Record office expenditure and manage the budget

+Organise the office layout and maintain supplies of stationery and equipment

+Maintain the condition of the office and arrange for necessary repairs

+Organise and chair meetings with staff.

CyberTech Career College
New Campus Location: No. 845 Soldier Road West of Fort Stot
Facebook.com/CyberTechCareerCollege
PH: 322-4223 | 325-8535
PH: 322-4223
Email: admissions@ctccbahamas.com

Registered and Approved by NAECOB and Accepted by The Ministry of Public Service

ASSOCIATES DEGREE - OFFICE ADMINISTRATION

FEE STRUCTURE

TRIMESTER 1

Application Fee		$50.00	
Orientation Fee		$85.00	
Registration Fee		$50.00	
Student ID		$25.00	
Student Services		$40.00	
Student Insurance		$35.00	
Technology Fee		$100.00	
Tuition Payment Agreement		$130.00	
TOTAL ANCILLARY FEES			$515.00
Credits	10 $160.00	$1,600.00	
Scholarship/Bursary		-$500.00	
TOTAL TUITION FEES			$1,100.00
TOTAL AMOUNT DUE TRIMESTER 1			$1,615.00

4 EASY PAYMENTS OF $403.75

TRIMESTER 2

Registration Fee		$50.00	
Student Services		$40.00	
Student Insurance		$35.00	
Tuition Payment Agreement		$130.00	
Technology Fee		$100.00	
TOTAL ANCILLARY FEES			$355.00
Credits	12 $160.00	$1,920.00	
Scholarship/Bursary		-$500.00	
TOTAL TUITION FEES			$1,420.00
TOTAL AMOUNT DUE TRIMESTER 2			$1,775.00

4 EASY PAYMENTS OF $443.75

TRIMESTER 3

Registration Fee		$50.00	
Student Services		$40.00	
Student Insurance		$35.00	
Tuition Payment Agreement		$130.00	
Technology Fee		$100.00	
TOTAL ANCILLARY FEES			$355.00
Credits	12 $160.00	$1,920.00	
Scholarship/Bursary		-$500.00	
TOTAL TUITION FEES			$1,420.00
TOTAL AMOUNT DUE TRIMESTER 3			$1,775.00

4 EASY PAYMENTS OF $443.75

This Associates Degree Program is two years long. There are three Trimesters each year, excluding the Summer Semester. Each Trimester is thirteen weeks. Cost indicated above is just for your first year and does not include the cost of College Prep.

RECOMMENDED SEQUENCE

RECOMMENDED SEQUENCE
(Full-Time Students)

First Trimester

- SCS 1100-4-01 Student College Success
- ENG 1101-4-01 English Composition I
- CIS 1101-4-01 Computer Fundamentals
- MAT 1115-4-01 College Algebra I

Second Trimester

- MAT 1116-4-01 College Algebra II
- PSY 1101-4-01 Introduction to Psychology
- BIO 1101-4-01 Introduction to Biology
- ENG 1110-4-01 English Composition II

Third Trimester

- SPA 1101-4-01 Conversational Spanish I
- BUS 1175-4-01 Business Fundamentals
- CIS 2230-4-01 Desktop Publishing
- CIS 2235-4-01 Electronic Spreadsheet

SUMMER BREAK

Fourth Trimester

- OAD 1101-4-01 Keyboarding I
- MKT 2201-4-01 Principles of Marketing
- MAN 2220-4-01 Introduction to Management
- BUS 2230-4-01 Business Communication and Writing

Fifth Trimester

- MGR 2222-4-01 Modern Office Procedures
- OAD 1102-4-01 Word Processing Application I
- OAD 1110-4-01 Keyboarding II
- MGR 2201-4-01 Record Management

Sixth Trimester

- BUS 2235-4-01 Business Writing
- OAD 1115-4-01 Word Processing Application II
- CUS 2201-4-01 Customer Service
- OAD 1125-4-01 Office Administration Technology Internship

SUMMER BREAK

CYBER TECH CAREER COLLEGE
New Campus Location - No. 345 Soldier Road, West of East Street
PH: 322-4223 | 525-8535
Web Site: www.cybertech242.com
Email: admissions@cybertech242.com