

# CYBER TECH CAREER COLLEGE



## OFFICE ADMINISTRATION

### Program Description

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 programs at four-year colleges and universities.

#### PROGRAM 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.