BCP ORGANIZATIONAL ADMINISTRATION

BUSINESS CAREER PROGRAM – ORGANIZATIONAL ADMINISTRATION CONCENTRATION

The Organizational Administration Concentration responds to the need for professionals of administrative support with knowledge in the operation of electronic systems, techniques, procedures, and skills required to impact the organization for growth and development. It prepares students to gain the experience with office systems, oral and written communication, analysis and coordination of office tasks, procedures and management skills designed for the office environment. Students will hone skills in areas of office management, finance, legal, virtual office, customer service and office software.



PROGRAM LENGTH

44 Weeks
*54 Credit Hours

PROGRAM COSTS

Tuition: $1,250 per quarter
Course Materials Fee: $180 per quarter
Supply Fee: $40 per quarter

Total: $1,470 per quarter

Tuition: $5,000 per year
Course Materials Fee: $720 per year
Supply Fee: $160 per year

Total: $5,880 per year

EXTERNSHIP*

Externship can only be taken once a student has successfully earned 12 credits

* ADDITONAL OPTIONAL COURSES FOR UP TO 9 MAXIMUM CREDITS

COMPUTER SYSTEMS INSTITUTE
800.684.6884
CSINOW.EDU

Computer Systems Institute (CSI) is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education and is licensed by the Commonwealth of Massachusetts Division of Professional Licensure, Office of Private Occupational School Education. CSI is authorized under federal law to enroll nonimmigrant alien students, student visas are issued to those who qualify. Programs vary by location. For more information about program graduation rates and other important information, visit our website at: www.csinow.edu/about-csi/consumer-information - Effective: 01/21/2022 IL

COURSE DESCRIPTION

- **Office Systems and Administration**
  12 Qtr. Credit Hours / 11 Weeks
- **Financial Accounting**
  12 Qtr. Credit Hours / 11 Weeks
- **Employee Relations**
  12 Qtr. Credit Hours / 11 Weeks
- **Organizational Behavior**
  12 Qtr. Credit Hours / 11 Weeks
- **Business Professional Externship**
  3 Qtr. Credit Hours / 6 Seminar Hours / 84 Externship Hours
- **Cross-Cultural Management Fundamentals**
  3 Qtr. Credit Hours / 5 Weeks
- **Introduction to Small Business Management**
  3 Qtr. Credit Hours / 5 Weeks

EXTERNSHIP INFORMATION



EXTERNSHIP OBJECTIVES

- Participate in the decision-making process, analysis of data, managing and processing of information.
- Understand the importance of different skills in effective communication (written and oral) in a professional office setting.
- Introduce the objectives, principles, assumptions and concepts of financial accounting.
- Discuss best practices in managing employee relations, developing effective relationships and employee culture.
- Be introduced to coaching, and performance management strategies.
- Examine contemporary principles, techniques and research in management and organizational behavior.
- Familiarize with a common structure for personnel in an organization.

JOB TITLES

- Administrative Assistant
- Business Administrator
- Business Analyst
- Facilities Supervisor
- Human Resources Specialist
- Office Manager
- Operations Manager
- Payroll Clerk
- Project Manager
- Quality Control Assistant
- Service Manager