

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.



800.684.6884
CSINOW.EDU



PROGRAM LENGTH

44 Weeks

*54 Credit Hours



PROGRAM COSTS

Tuition: \$1,450 per quarter

Course Materials Fee:

\$180 per quarter

Supply Fee: \$40 per quarter

Total: \$1,670 per quarter

Tuition: \$5,800 per year

Course Materials Fee:

\$720 per year

Supply Fee: \$160 per year

Total: \$6,680 per year



EXTERNSHIP*

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

* ADDITIONAL OPTIONAL COURSES
FOR UP TO 9 MAXIMUM CREDITS



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

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