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: $1,500 per quarter
Course Materials Fee: $180 per quarter
Supply Fee: $40 per quarter

Total: $1,720 per quarter

Tuition: $6,000 per year
Course Materials Fee: $720 per year
Supply Fee: $160 per year

Total: $6,880 per year

EXTERNSHIP*

*ADDITIONAL OPTIONAL COURSES FOR UP TO 12 MAXIMUM CREDITS

COMPUTER SYSTEMS INSTITUTE

800.684.6884
CSINOW.EDU

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