

OFFICE MANAGEMENT**Overview**

Ilisagvik College offers a number of business-related programs of study to prepare participants for employment at many different levels. The various programs offer students a career ladder approach to business and office-related careers. The Office Administration program is designed to provide students with the necessary skills to seek promotional advances from general office and clerical work to beginning-level Administrative Assistant in an office environment.

Degree Outcomes:

Upon successful completion of the Office Administration Program graduates are able to:

- Use current and emerging technologies to produce organizational documents, spreadsheets and presentation materials that are clear, concise and mechanically correct.
- Individually and collaboratively manage multiple office tasks, prioritizing and reprioritizing in response to changing demands.
- Perform the general office procedures of typing, filing, equipment operation, mail distribution, phone calls, and tasks requiring basic math calculations (like inventory).
- Work ethically and effectively with subordinates, superiors, customers and other stakeholders in professional matters.
- Integrate Iñupiaq knowledge, values and culture into business practice.

Admission Requirements and Prerequisites

Students must meet general admissions requirements.

CERTIFICATE, OFFICE MANAGEMENT I		
Course Requirements		Credits
BUS 108	Ten-Key Mastery	1
BUS 109	Business English	3
BUS 119	Office Finance	1
BUS 155	Human Relations	3
IT 101	Keyboarding Skills	1
IT 130	Comp. Word Process. A,B,C	3
<i>Complete ONE of the following:</i>		
BUS 182	Office Procedures	3
BUS 199	Business Practicum	3
Total Credits:		15

CERTIFICATE, OFFICE MANAGEMENT II ***		
General Education Coursework		Credits
Communication		(6)
BUS 109	Business English	3
COMM 131	Fund. of Oral Communication	3
Math/Science/Technology		(4)
BUS 105	Business Math	3
LS 101	Library Info & Research	1
Humanities/Social Sciences		(3)
BUS 155	Intro to Business	3
Major Coursework		Credits
Certificate Core		(17)
BUS 106	Time Management	1
BUS 108	Ten-Key Mastery	1
BUS 119	Office Finance	1
BUS 203	Records Management	3
IT 101	Keyboarding Skills	1
IT 117	IC3 – Intro to Personal Comp	1
IT 118	IC3 – MS Office 2010	1
IT 130	Comp. Word Process. A,B,C	3
IT 209	Using MS Outlook	2
<i>Complete ONE of the following:</i>		
BUS 182	Office Procedures	3
BUS 199	Business Practicum	3
Total Credits:		30

***Coursework for Office Administration II Certificate includes coursework for Office Administration I Certificate plus 15 additional credits.

MEDICAL OFFICE ADMINISTRATION

The Office Administration program also offers certificates and an Associate of Applied Science degree with a Medical Emphasis for students seeking to work or already working in the healthcare industry in a medical-related office position. This option allows students to substitute several courses required for the general Office Administration degree and certificates with courses specifically designed for the healthcare industry.

CERTIFICATE, MEDICAL OFFICE MANAGEMENT I		
Course Requirements		Credits
BUS 109	Business English	3
BUS 155	Human Relations	3
IT 130	Comp. Word Process. A,B,C	3
HLTH 204	Medical Terminology	3
<i>Complete ONE of the following:</i>		
BUS 182	Office Procedures	3
HLTH 299	Allied Health Internship	3
Total Credits:		15

CERTIFICATE, MEDICAL OFFICE MANAGEMENT II		
General Education Coursework		Credits
Communication		(6)
BUS 109	Business English	3
COMM 131	Fund. of Oral Communication	3
Math/Science/Technology		(3)
<i>Complete ONE of the following:</i>		
BUS 105	Business Math	3
MATH 105	College Algebra	3
Humanities/Social Sciences		(3)
BUS 155	Human Relations	3
Major Coursework		Credits
Certificate Core		(18)
BUS 106	Time Management	1
BUS 108	Ten-Key Mastery	1
HLTH 204	Medical Terminology	3
HIM 110	Intro to Health Inform. Mgmt	3
IT 101	Keyboarding Skills	1
IT 118	MS Office 2010, IC3 Mod. B	1
IT 130	Comp. Word Process. A,B,C	3
IT 209	Using MS Outlook	2
<i>Complete ONE of the following:</i>		
BUS 182	Office Procedures	3
HLTH 299	Allied Health Internship	3
Total Credits:		30

ASSOCIATE OF APPLIED SCIENCE, OFFICE MANAGEMENT ***		
General Education Coursework		Credits
Communication		(9)
BUS 109	Business English	3
BUS 220	Applied Bus Communication	3
COMM 131	Fund. of Oral Communication	3
Math/Science/Technology		(4)
BUS 105	Business Math	3
LS 101	Library Info & Research	1
Humanities/Social Sciences		(3)
<i>Complete ONE of the following:</i>		
INU 102	Conversational Iñupiaq I	3
INU 103	Conversational Iñupiaq II	3
INU 111	NS Iñupiaq Grammar I	3
INU 112	NS Iñupiaq Grammar II	3
Major Coursework		Credits
Degree Core		(33)
BUS 101	Principles of Accounting I	3
BUS 106	Time Management	1
BUS 107	Proofreading and Editing	2
BUS 108	Ten-Key Mastery	1
BUS 119	Office Finance	1
BUS 151	Intro to Business	3
BUS 155	Human Relations	3
BUS 263	Public Relations	3
IT 101	Keyboarding Skills	1
IT 117	IC3 – Intro to Personal Comp	1
IT 118	IC3 – MS Office 2010	1
IT 130	Comp. Word Process. A,B,C	3
IT 140	Comp. Spreadsheets A,B	2
IT 209	Using MS Outlook	2
IT 255	Micro Comp. Graphics PowerPoint, A,B,C	3
<i>Complete ONE of the following not taken:</i>		
BUS 175, INU 102, INU 103, INU 111, INU 112, INU 220		3
Electives		(12)
Office Management Emphasis		
BUS 203	Records Management	3
<i>Complete ONE of the following not taken</i>		3
BUS 182, BUS 199		
<i>Complete TWO of the following not taken</i>		6
BUS 233, BUS 234, BUS 241, BUS 260		
Medical Office Management Emphasis		
HIM 110	Intro to Health Inform. Mgmt	3
HLTH 299	Allied Health Internship	3
<i>Complete TWO of the following not taken</i>		6
BUS 233, BUS 234, BUS 241, BUS 260		
Total Credits:		61

***Coursework for the Associate of Applied Science Degree includes coursework for the certificates in Office Administration or Medical Office Administration plus 31 additional credits.