Associate in Office Management

Program Outcomes

Upon successful completion of all program requirements, graduates will be able to:

1. Possess the skills needed to secure and maintain entry-level employment as office managers.
2. Practice the professional work habits expected in the office management field.
3. Understand the fundamentals of supervision, teamwork, customer service as they apply to an office setting.
4. Demonstrate proficiency in using electronic systems to manage information.
5. Demonstrate the ability to communicate orally and in writing.
6. Demonstrate critical thinking skills needed to prioritize tasks and analyze problems.