

Office Management and Administration A.A.S. Advisement Tip Sheet 2010-2011

CONTACT INFORMATION

Bud Moody, Program Chair
Suite 220
Phone: 607.844.8222, Ext. 4249
Email: moodyb@tc3.edu

PURPOSE OF PROGRAM

This degree program prepares students for a career as an assistant, administrative assistant, executive assistant, administrative support specialist, coordinator, office manager, secretary, or machine transcriptionist. Students who have acquired technology skills through high school programs or by other means may qualify for advanced standing in certain subjects.

PRIORITY COURSES

All students entering into the program in the fall semester need to have OFFC101 or OFFC211. It is strongly recommended that students see Bud Moody within the first week of class to decide placement into the proper course. If students do not have this sequence, they could possibly have a 5 or 6 semester program.

COURSE SEQUENCING DETAILS

<u>Fall only:</u>	<u>Spring only:</u>
OFFC101	OFFC110
OFFC203	OFFC221
OFFC211	

GUIDELINES FOR CHOOSING COURSES

To qualify for this degree, a student must obtain a minimum grade of C in each of the following courses: OFFC101, OFFC110, OFFC203, OFFC211, OFFC221, OFFC230, ENGL 101, ENGL 201/204.

A student exempt from ENGL100 must substitute a three-credit **liberal arts** elective.

JOB OPPORTUNITIES

Graduates are employed by firms such as:

Advertising Associates, Inc.	Innovative Dynamics, Inc.	Tompkins County
Avinet, Inc.	Ithaca College	Tompkins County Trust
Cornell University	JM Murray Center	WalMart
Deanco, Inc.	PW Wood & Sons Ins.	Wendcentral Corp.
First Niagara Bank	SUNY Cortland	WHCU/WYXL
Groton Nursing Facility	TC3	William George Agency

Over the past two years, all graduates seeking employment found positions with 85% employed directly in office administration.

Office Management and Administration A.A.S. Advisement Tip Sheet 2010-2011

TRANSFER INFORMATION

This program transfers into SUNY Oswego's Vocational Technical Education Program.

FREQUENTLY ASKED QUESTIONS

N/A