



# APPRENTICESHIP PROGRAM

## Business Administration/Office Manager

### PROGRAM OUTCOMES:

In our Business Administration program, you'll gain the skills you need to enter today's competitive business world. We offer specializations in accounting and business administration with opportunities to earn certificates in entrepreneurship and logistics. We also understand the need for flexibility in educational opportunities. That's why we created a Business Administration degree night track program for students who wish to complete their degree while fulfilling their obligations during the day.

### PROGRAM LENGTH:

Years: 1  
Diploma hours: 450  
AAS hours: 480  
A probationary period of 90 days

### RELATED TECHNICAL INSTRUCTION (RTI):

Certificate(s), Diploma, AAS Degree

### SPECIALIZATION:

Business Administration

### ON-THE-JOB TRAINING (OJT) COMPETENCIES:

- Set goals and deadlines for the department.
- Conduct classes to teach procedures to staff.
- Acquire, distribute, and store supplies.
- Read through contracts, regulations, and procedural guidelines to ensure comprehension and compliance.
- Establish work procedures or schedules to organize the daily work of administrative staff.
- Hire and terminate clerical and administrative personnel.



### JOB FUNCTIONS:

- Prepare operational budgets.
- Hire personnel.
- Direct administrative or support services.
- Develop organizational goals or objectives.
- Prepare operational progress or status reports.
- Conduct employee training programs.
- Purchase materials, equipment, or other resources.
- Supervise clerical or administrative personnel.

### SKILLS:

Organization, Detail-Oriented, Communication, Flexibility, Adaptability, Leadership, Active Listening, Critical Thinking, and Graphics and photo imaging software

