

# Office Management Undergraduate Certificate

In the Office Manager Certificate Program students will learn the language and key concepts of business. Students will explore the role of a manager in the modern workplace with a focus on its day-to-day operations. Additionally, students will be exposed to best practices and ethical behavior. This certificate includes 24 credit hours within Lakewood University's Associate of Applied Business in Business Management and can be taken as a stepping stone towards further education.

Type: Undergraduate Certificate

Program Length:

Undergraduate degree certificate consists of 8 courses (3 credit hours each) totaling 24 credit hours.

## Program Outcomes

- Discuss societal issues and ethical considerations for attorneys and paralegals
- Describe what management is (its functions) and explain the role of a manager
- Describe what human resource management is (its functions) and challenges
- Analyze motivation theories and the relationship between motivation and performance
- Define marketing and its role in relation to the organization's business plan
- Describe operations in management, designing performance measures and how they are used in decision making
- Demonstrate a basic understanding of accounting principles including the interpretation of the common financial statement
- Identify an organization's stakeholders, its ethical issues and define the concept of social responsibility
- Describe technology trends and specifically how computers are used in the workplace
- Explore the myths of entrepreneurship and identify types of innovation
- Demonstrate language fundamentals necessary to communicate effectively with an emphasis on workplace oral and written communication

Item #	Title	Credit Hours
HRMS100	Human Resource Management	3
BUS100	Introduction to Business	3
ENG101	English 101	3
COMM100	Interpersonal Communication	3
OPMG200	Operations Management	3
BUSE200	Business Ethics	3
MKTP200	Marketing Principles	3
PNMG200	Principles of Management	3
	Total credits:	24