FOR IMMEDIATE RELEASE
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Mesabi Range Community & Technical College
Announces a new program beginning in August 2011

The Executive Office Management AAS Degree and Diploma

Students in the Executive Office Management Program will become proficient in many areas that are needed to successfully handle job responsibilities ranging from the business office manager of a small business to an executive level assistant for a top level manager of a larger corporation. Students enrolled in the degree program are prepared to manage functions in the business office and customer service environment.

Graduates will have expert technology application skills, customer and internal relationship skills, basic human resources skills and knowledge of fundamental tax and payroll processing matters. Students will complete courses designed to develop training in business information systems, oral and written communication, work processes and organizational performance improvement, human relations, healthcare, business communications, business decision-making and project management.

In addition, graduates may continue their study in a baccalaureate degree program in careers such as computers, operations management or business administration. This is also the ideal degree for people in the workforce looking for a challenge or ways to advance their careers.

For more information on the Executive Office Management Program please contact:
Charlene Karpik
218-748-2423
c.karpik@mr.mnscu.edu
Degree: Executive Office Management
Associate in Applied Science
Length:
60 Credits
Program Description:
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Where could you work?
- Businesses of all types and sizes
- Nonprofit organizations
- Government agencies
- Insurance companies
- Banks
- Manufacturing firms
- Educational institutions
- Healthcare

We Invite You to Visit
To make an appointment to visit us on campus, or to find our more about Mesabi Range Community & Technical College and this program please call:

800.657.3860
218.748.2423
Email: Charlene Karpik at c.karpik@mr.mnscu.edu
Learning Outcomes:

- Demonstrate the ability to use computer hardware, software applications, the Internet, and operating systems
- Create and compile documents which demonstrate proficiency in current operating systems
- Produce a variety of business documents using correct grammar, punctuation, and spelling in a format acceptable in today’s business environment
- Employ analysis and critical thinking skills to define a problem, identify possible solutions, and develop and implement a solution
- Apply business management principles in assisting a business owner or corporate managers
- Demonstrate a working knowledge of current legal, ethical, social, financial, and economic environmental factors as they apply to business
- Communicate information effectively using a variety of written, spoken, and/or visual methods
- Apply general accounting principles and concepts in analyzing and solving problems necessary to perform job-related tasks, such as compiling data for tax returns; processing payroll and understanding of payroll withholdings and related filings
- Adapt to professional work ethic habits such as attendance, performance, preparedness, and teamwork
- Demonstrate knowledge of accepted ethical behavior, and interpersonal skills that reflect an understanding of diversity and the need of teamwork
- Explain awareness of global/cultural issues as related to executive topics in a wide variety of businesses
- Develop leadership skills in designing and implementing communications, activities and supportive projects and events

Capstone Project or Field Placement

The Executive office Management (EOM) program was given high priorities by area business/industry representatives and the Iron Range Higher Education Committee. A central feature of EOM is the use of project-based learning, which has proven to be an effective learning approach.

If students have successfully completed the first three semesters of the course work, they will have the option of choosing either the Capstone Project (3 credits) or a Field Placement (3 credits) internship. Either option will prepare students for entry-level support positions in a business, government, or professional office.