

Patoka Valley CTE Cooperative

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Director- Jarred Howard

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Admin Office Management

Course Title: Administrative Office Management (5268)

Location: VU Jasper Campus - Habig Building Room #226

Class time: 1:30-3:00

Credits per semester: 2

Description: Students will learn skills that are not only useful in business settings but in nearly any occupation they may find themselves in one day. Students will gain knowledge and skills to better prepare, enhance, improve, engage and stimulate their educational and professional experience, skills, and knowledge in order to better prepare them to work within business and industry. Students will be in class 3 days per week and complete a related internship 2 days per week. Students will also receive 3 cr. hrs. per course (12 cr. hrs total) which will apply to the following VUJ programs:

Dual Credit:

Semester 1/Fall - MGMT 100 and COMP 201 (3 cr. hrs. each)

Semester 2/Spring - MGMT 280 and COMP 242 (3 cr. hrs. each)

MGMT 100 - Introduction to Business -

COMP 201 - Computers in Business -

MGMT 280 - Introduction to Marketing -

COMP 242 - Creating a Personal Brand -

Prerequisites/Requirements for application: Principles of Marketing or Principles of Business Management.

Occupations/Job Placements: Accounting, finance, sales and marketing, human resource management, management information systems, public relations, law, and/or hospital administration.

Instructor Information: Angie Allen- AMAllen@vinu.edu