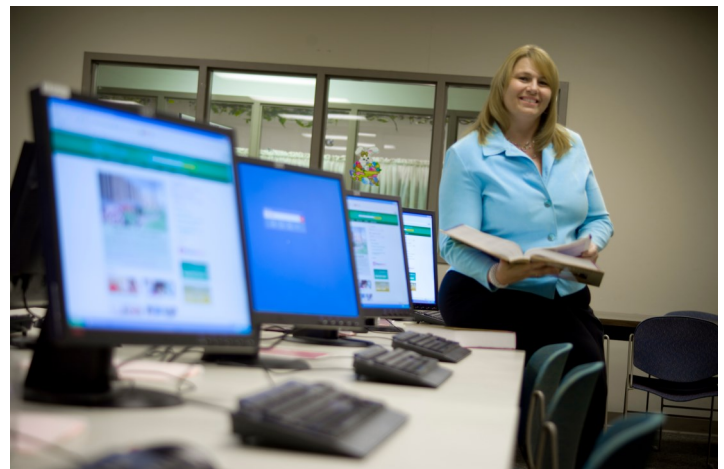
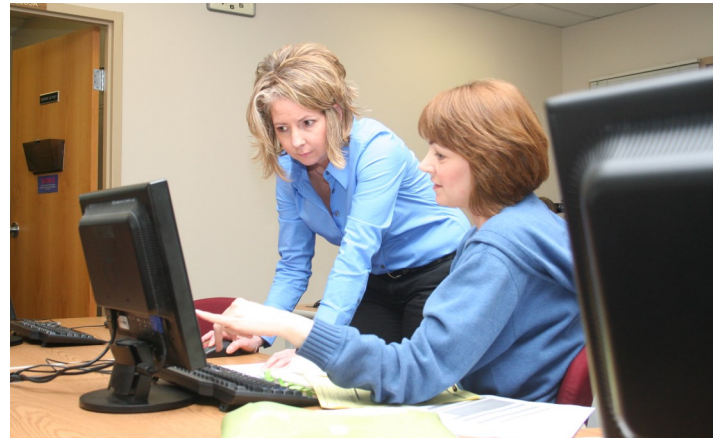


## Associate of Applied Business in Office Administrative Services

Office management is a critical component in efficient and effective office operations. All organizations need timely and effective office and administrative support to operate efficiently. Office and administrative support supervisors and managers coordinate this support. These workers are employed in virtually every sector of the economy, working in positions as varied as teller supervisor, customer services manager or shipping and receiving supervisor.

## Career Outlook

Although jobs for office and administrative support supervisors and managers are found in practically every industry, the largest number are found in organizations with a large administrative support workforce, such as banks, wholesalers, government agencies, retail establishments, business service firms, health care facilities, schools and insurance companies. Because of most organizations' need for continuity of supervision, few office and administrative support supervisors and managers work on a temporary or part-time basis.



## Allied Health & Public Services Division



Janet L. Koeplinger, BSN, MBA, RMA  
Dean

### Questions:

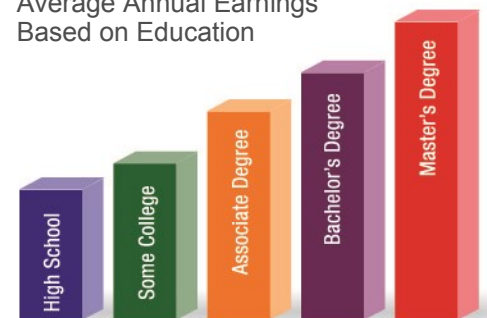
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2016-2017

### Education Pays

Average Annual Earnings  
Based on Education



Based on data from the Bureau of Labor Statistics

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