



Program Components

The diagram below highlights the major topics covered in the program. Upon successful completion, the graduates receive Associate of Applied Science Degree in Business Management. For complete and detailed information please refer to the college catalog.



Career Opportunities



*Business Administration • Operation Management • Financial Management • Staff Supervision
Merchandising & Trade • Regulatory Compliance • Small Business Set-Up & Operation*

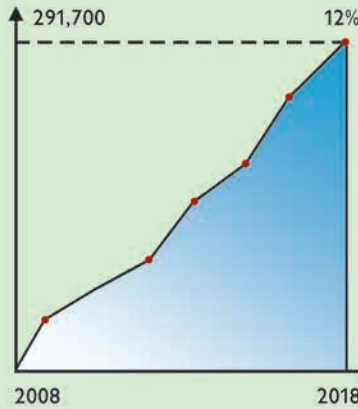
Our Mission

ORT's mission is to meet the educational and vocational needs of diverse students in the shortest time possible in a supportive, caring atmosphere. Further, the mission is to provide technical skills and knowledge necessary for employment and career advancement.

Success is measured by meeting or exceeding student, employer, and community expectations, and is shown by continued referrals and recommendations, employment of our students and pride in the accomplishments of ORT among the community and the pool of volunteers.



Expected new jobs



Projected growth in Business Management positions*

Career Outlook

According to U.S. Department of Labor, employment of Administrative Services Managers and Business Management related occupations are expected to increase by 12%, and to grow about as fast as average for all occupations through 2018. Employment in management services and consulting should grow as companies increasingly look to outside specialists to handle a myriad of administrative tasks that have become increasingly complex and expensive. Demand should be strong for facility managers because businesses increasingly realize the importance of maintaining, securing, & efficiently operating their facilities.

**Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-11 Edition.*



Program Objective

The curriculum is designed to meet the needs of individuals who need to work in a business setting. The emphasis is on learning computer skills, accounting applications, accounting for servicing business, and for merchandise. This program also provides students with the knowledge of how to manage a business, office procedures, understanding the law related to business, essential needs for marketing and advertising the products, learning the principle of management skills, and supervising and administrating small or large departments. The program also includes courses such as database management applications, accounting applications that are needed in the job market. The program provides students with expanded knowledge and understanding of general education courses which are beneficial to the students to interact within their community and beyond.

Program Length

This program may be offered in the morning, afternoon, or evening sessions. The morning and afternoon sessions are taught 5 days per week (Monday through Friday) for approximately 48 weeks of instruction. In the evening session, this program is taught 4 evenings per week (Monday through Thursday) for approximately 76 weeks of instruction. This is a 65 semester credit hour program with 1200 instructional hours.