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Courses requiring a grade of "C" or better: ACA, ACC, BUS, CTS, and OST

## Office Management: Finance

Office Finance (AAS degree) is a concentration area in the Office Management program. Students develop skills in accounting and office finance, along with office procedures, office software applications, records management, office computations, keyboarding, editing and formatting, oral and written communication, critical thinking, team building and problem solving.

Graduates should qualify for employment opportunities in the financial areas of government agencies, real-estate offices, financial institutions, and small or large business.

Office Administration is fully online.

### Career Opportunities in Office Administration: Finance

A.A.S. Degree                      National Salary Range: \$66,000 - \$101,600  
                                                  Local Salary Range: \$57,990 - \$79,150

Salaries may vary based on size of business and other factors.

### For More Information:

Contact Misty Shuler at [mistylshuler@abtech.edu](mailto:mistylshuler@abtech.edu) or by phone at 828-398-7485

### Total Cost Estimate

**Tuition per Semester (NC Resident)**      \$1,216.00 (16+ credit hours)  
                                                                  \$76.00/credit hour (1-15 hours)

**Computer Use and Technology Fee**      \$48/semester

**Activity Fee**                                      Fall and Spring semesters only,  
                                                                  Main campus and Online, \$35.00

**CAPS Fee (Campus Access, Parking and Security)**      \$20/semester

**Matriculation Fee**                              \$10/semester

**Student Insurance**                              \$2/Semester

**Additional Fees including books may incur, please check A-B Tech website for more detail:** <https://abtech.edu/program/office-Management-finance-aas-cost-estimate>

**Have you applied for Financial aid? Please visit A-B Tech website for instructions:** <https://abtech.edu/future-students/financial-aid/applying-aid>

	Course Prefix	Course Name	Credit Hours
First Semester (Fall)	ACA 115	Success & Study Skills	1
	ENG 111	Writing and Inquiry	3
	MAT 110	Math Measurement & Literacy	3
	OST 131	Keyboarding	2
	OST 137	Office Applications I	3
Second Semester (Spring)	ACC 120	Prin of Financial Accounting	4
	CTS 130	Spreadsheet	3
	OST 134	Text Entry & Formatting	3
	OST 136	Word Processing	3
	OST 164	Text Editing Applications	3
Third Semester (Summer)	ACC 140	Payroll Accounting	2
	COM 231	Public Speaking	3
	OST 132	Keyboard Skill Building	2
	OST 289	Office Admin Capstone	3
	PSY 150	General Psychology	3
Fourth Semester (Fall)	BUS 137	Principles of Management	3
	OST 122	Office Computations	3
	OST 171	Intro to Virtual Office	3
	OST 286	Professional Development	3
Fifth Semester (Spring)	BUS 110	Introduction to Business	3
	HUM 115	Critical Thinking	3
	OST 145	Social Media for Office Prof	3
	OST 153	Office Finance Solutions	3
<b>Program Totals:</b>			<b>65</b>

### Diploma and Certificates Available:

**Office Management Diploma (100% Online)**

**Office Management Certificate (100% Online)**

**Office Management: Virtual Office Certificate (100% Online)**

For more information, please visit:

<https://abtech.edu/programs/academic/office-management>