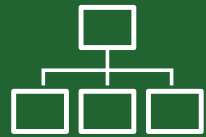




The Program in Executive Resource Management builds competencies for these jobs:



BACHELOR OF SCIENCE Executive Resource Management

The Bachelor of Science in Executive Resource Management thoroughly acquaints the students with current techniques in office practice and procedures, developments in office systems and technology, teamworking and management skills, and application of the principles of human relations and communications to prepare them to be key players in day-to-day office operations.

Entry-level Jobs

- Clerks/Encoders
- Stenographers/Transcribers
- Bookkeepers
- Call Center Post Sales
- Customer Relations
- Customer Service Representative

Advanced Office Positions

- Administration Officers
- Office Supervisor/Managers
- Executive Secretaries/Assistants
- Administrative Assistants/Department Assistants/Coordinators
- Specialized Administrative Office Professionals
- Legal Secretaries
- Medical Secretaries
- Court Stenographers

Entrepreneurial and Self-Employment Opportunities

- Freelance Stenographers and Encoders
- Trainer of Administrative Support Staff
- Owners of Placement Agency specializing in Office Administration

CORE COURSES

- Basic Microeconomics
- Human Resource Management
- Operations Management and Total Quality Management (TQM)
- Elements of Business Research
- Business Law (Obligations and Contract)
- Social Entrepreneurship 1
- Social Entrepreneurship 2- Immersion
- Good Governance and Social Responsibility
- Business Analytics
- Strategic Management
- Project Management

PROFESSIONAL COURSES

- Foundations of Shorthand
- Keyboarding and Documents Processing
- Administrative Office Procedures and Management
- Advanced Shorthand
- Records and Information Management
- Entrepreneurial Behavior
- Advanced Shorthand - Speed Development
- Personal and Professional Development
- Business Report Writing
- Customer Relations
- Events Management
- Integrated Software Applications
- Government Accreditations
- Integrated Executive Resource Management

INTERNSHIP COURSES

- Practicum/ Work Integrated Learning 1 (200hrs)
- Practicum/ Work Integrated Learning 2 (4hrs)
- Practicum/Work Integrated Learning 3 (400 hours)

ELECTIVE COURSES

- Business Communication
- Medical Office Procedure
- Legal Office Procedure
- Digital Marketing
- International Business and Trade