

OAD 241: Office Co-Op

This course is designed to provide the student with an opportunity to work in an office environment. Emphasis is on the integration of classroom learning with on-the-job experiences that relate meaningfully to office careers. Upon completion, the student should be able to demonstrate the ability to apply knowledge and skills gained in the classroom to an actual work situation.

Credits: 3

Lab Hours: 3

Lecture Hours: 0

Prerequisites:

OAD 134 Career and Professional Development

Program: [Office Administration](#)