

OAD 247: Special Projects

This course is designed to provide the student with an opportunity for the expansion of knowledge in an area of special interest under the direct supervision of instructor. Emphasis is on the student's use of modern technology to study, research, or improve skills in a specialized office support area. Upon completion, the student should be able to demonstrate enhanced knowledge and skill gained through an individualized project.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Program: [Office Administration](#)