

# OAD 242: Office Internship

This course is designed to provide the student with the opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.

**Credits:** 3

**Lab Hours:** 3

**Lecture Hours:** 0

**Prerequisites:**

Completion of at least 50% of OAD course work or permission of the instructor.

**Program:** [Office Administration](#)