

OAD 218: Office Procedures

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.

Credits: 3

Lab Hours: 0

Lecture Hours: 3

Prerequisites:

OAD 101

Program: Office Administration