

OSTM230 : Administrative Office Procedures

Capstone course that profiles a study of the office professional. Interpersonal communications, channeling information, processing written communications and administrative responsibilities are explored through job-related projects and simulated office experiences.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisite Courses

OSTM110: Keyboarding and Document Production I

Semester Offered

Spring