

PROGRAMS

OFFICE ADMINISTRATION (A 25370)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, and office procedures.

College Catalog

~~BUS-125~~
~~BUS-230~~
~~MKT-323~~
~~WRT-200~~
~~DST-284~~

		Course Hours Per Week		Semester Hours
Personal Finance	3	0		3
Small Business Management	3	0		3
Customer Service	3	0		3
Adv Word Processing	2	0		2
Emerging Technologies	1	2		2
Credit HoursOB				