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 rtdcrhfrderCoBBrrrBrw



College Catalog

	Course Hours Per	
Personal Finance	3	0
Small Business Management	3	R
Customer Service	3	þ
Adv Word Processing	2	<u> 6</u>
Emerging Technologies		2
Credit HoursOB		

