OS 245: Office Systems and Procedures

Develops the skills of an administrative professional for current business practices. Uses computer technology for tasks such as scheduling, email, and faxing. Develops communication, organization and prioritizing skills, telephone techniques, problem solving, and analytical abilities. Analyzes current trends in workplace ethics and the multi-cultural workplace. Develops workplace readiness and applies job search skills for current job market.

Course Student Learning Outcomes

- Perform the duties of administrative assistant.
- Use critical thinking skills to independently produce office documents.
- Efficiently manage multiple tasks of an administrative assistant.

Credits: 4
Prerequisites: **CAS 216 OS 220**
Program: **Office Systems**