



OFC 294: Office Administration Colloquium

This seminar course prepares students for employment and enhances their communication skills. Students use technology to find jobs; write a resume, cover letter and reference listing; practice interviewing techniques; work in teams to solve problems; assess on-the-job situations; and attend job fairs. Students create a portfolio in the course. Computer software will be used for various office functions. Three lecture hours per week. Instructional Support Fee may apply.

Course Student Learning Outcomes

1. Produce a professional resume. 2. Create cover letters and follow-up letters. 3. Conduct research on prospective employers using electronic resources. 4. Utilize professionally interview skills. 5. Learn to work as part of a team.

Credits: 3

Program: Office Administration