



## OFC 255: Executive Office Procedures

Students become familiar with the various duties and responsibilities of an administrative assistant. Emphasis is placed on developing critical thinking skills, interpersonal skills, time management, problem solving, organizational skills, and communication. Students are given an overview of the duties within an office, including scheduling appointments, handling mail, telephone etiquette, corresponding with email, and making travel arrangements. Three lecture hours per week. Instructional Support Fee may apply.

### Course Student Learning Outcomes

1.Utilize skills necessary to work in an office environment. 2.Demonstrate competency in the operational functions of an administrative assistant. 3.Utilize skills in human relations, leadership, and decision making. 4.Research other groups and cultures through service-learning experience. 5.Apply academic knowledge in the real world. 6.Analyze theory related to work experience.

**Credits:** 3

**Program:** Office Administration