



## OFC 266: Administrative Office Management

This course provides a comprehensive introduction to office management principles, critical thinking, and concepts including organizational trends, technology, cultural diversity, and global business ethics. Basic principles of management, problem solving, system thinking, and productivity evaluation are explored. The Microsoft Excel Certification Exam is offered. Three lecture hours per week. Instructional Support Fee may apply.

### Course Student Learning Outcomes

1. Create financial reports and expenses using electronic methods. 2. Utilize time management skills to maximize productivity. 3. Analyze a business situation to make effective decisions. 4. Analyze the concepts of business, marketing, and management. 5. Utilize skills to deliver an effective interview. 6. Develop a training program for employees.

**Credits:** 3

**Program:** Office Administration