

AOS 214 : Office Procedures and Technology

Credits 5

Quarter Offered Winter

(Formerly AOS 210) Use current technologies to complete administrative tasks in a professional office environment. Plan and write effective business correspondence. Plan and present oral office communications. Create and process reports; apply records management procedures; plan onsite and online business meetings; make business travel arrangement. Research career options, market trends, job duties and earnings. Write targeted and focused employment documents. [AOS 205](#) and [AOS 206](#) is recommended. This class may include students from multiple sections.

Prerequisites

[AOS 105](#), [AOS 106](#), and [AOS 107](#)

Course Outcomes

- Complete administrative activities in a realistic office environment.
- Plan and write effective business correspondence.
- Plan and present oral office communications.
- Create and process financial reports.
- Manage physical and electronic records.
- Plan electronic and on-site business meetings.
- Make business travel arrangements.
- Research career options, market trends, job duties, and earnings.
- Write targeted and focused employment documents.