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. <u>AOS 205</u> and <u>AOS 206</u> 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.