

Montgomery County Community College
OFM 161
Modern Office Management
3-3-0

COURSE DESCRIPTION:

This course emphasizes the essential skills required for administrative assistants working in a contemporary office environment. Topics include: typical office protocols, time management, office equipment and technology, records management, meeting and travel planning, and proper business communication. Students will develop their

LEARNING OUTCOMES

Upon successful

This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.