

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 customer service, teamwork, and problem solving skills via real-world office simulations.

REQUISITES:

Previous Course Requirements

None

Concurrent Course Requirements

None

| LEARNING OUTCOMES Upon successful completion of this course, the student will be able to: | LEARNING ACTIVITIES | EVALUATION METHODS |
|--|---|---|
| 1. Describe current responsibilities of an administrative professional. | Research Resources Readings Discussion/Lecture Guest Speakers Team Projects | Simulations Projects Quizzes Reports |
| 2. Recommend solutions to business problems. | Discussion/Lecture Readings Research Resources Case Studies | Simulations Projects Reports |
| 3. Collaborate with others to address typical office scenarios in a team environment. | Discussion/Lecture Readings Interviews Team Project | Simulations Projects Reports |

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.