TASK - Tech Administrative Skills

TASK 127. Business Office Procedures. 3 Credits. (3 Lec) S
This course is designed to prepare students for performing various administrative and office functions in the contemporary business environment. Topics to be covered include the use of Microsoft Outlook, records management and filing systems, processing mail, handling credit and collections, managing and troubleshooting computer systems, and ten-key typing skills.
Font Notice

This document should contain certain fonts with restrictive licenses. For this draft, substitutions were made using less legally restrictive fonts. Specifically:

Times was used instead of Adobe Garamond Pro.

The editor may contact Leepfrog for a draft with the correct fonts in place.