

OAD 242: Office Internship

This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.

Credits: 3

Transfer Code: Transfer Code

Code C

Lab Hours: 3

Lecture Hours: 0

0

Prerequisites:

None.