## 2019-2020 TTC Catalog

## **AOT 256 Office Management Skills**

Lec: 3.0 Lab: 0 Credit: 3.0

This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality and security of records, and supervisory/leadership skills.

**Course Offered** 

Fall

**Grade Type** 

Letter Grade

**Division** 

**Business Technology**