

# 2021-2022 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