

Virginia Western Community College

AST 244

Office Administration II

Prerequisites

AST 243 or equivalent

Course Description

Enhances skills necessary to provide organizational and technical support in a contemporary office setting. Emphasizes administrative and supervisory role of the office professional. Includes travel and meeting planning, office budgeting and financial procedures, international issues, and career development.

Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0

Required Materials

Textbook:

Fulton-Calkins, Patsy and Stultz, Karin. Procedures & Theory for Administrative Professionals, Seventh edition, Cincinnati, Ohio, South-Western Cengage Learning, 2009. ISBN: 978-1-111-57586-1.
Gordon, Jon et al. Our Digital World Intro to Computing print edition St. Paul, Minnesota, Paradigm Publishing Inc., 4th edition. ISBN: 978-076386-831-4. Ebook with one-year access: ISBN: 978-0-76386-833-8. Our Digital World is NOT available for rent as a digital textbook.

Other Required Materials:

none

Course Outcomes

At the completion of this course, the student should be able to:

- Use the skills and knowledge needed for the twenty-first century office.
- Describe the different types of record storage systems and apply alphabetic filing rules.
- Define the processes for records retention, transfer, and disposal.
- Identify steps for financial planning and budgeting.
- Describe payroll taxes and deductions.
- Explain the differences in organizational financial statements.
- Apply technical skills to work successfully with computer hardware and software, reprographics, and virtual situations.
- Handle international travel plans.
- Coordinate event planning and meetings.
- Show skills in acquiring a job and demonstrate leadership skills.
- Use Microsoft Office software to complete projects.

Topical Description

Textbook: *Procedures and Theory for Administrative Professionals*

Chapter 11	Managing Records
Chapter 12	Managing Electronic Records
Chapter 13	Personal Finance and Investment Strategies
Chapter 14	Meeting and Event Planning
Chapter 15	Travel Arrangements
Chapter 16	Workplace Mail and Copying
Chapter 17	Job Search and Advancement

Our Digital World: Introduction to Computing

Chapter 5	Application Software
Chapter 6	Communications and Network Technologies
Chapter 7	The Social Web
Chapter 8	Digital Defense

Notes to Instructors

- none