**Revised: Spring 2017**

AST 244

**OFFICE ADMINISTRATION II**

**COURSE OUTLINE**

**Prerequisite:**

AST 243

**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.

**Course Objective:**

This course is goal-oriented with an emphasis on activities that give practical experience in using today’s technology. The office professional faces many new challenges today with ever-changing technology. Critical thinking skills will be stressed throughout the course. The course will also include heavy use of the Internet for online research. This course will teach you new skills and/or reinforce and enhance the skills you already have.

**Semester Credits:** 3 **Lecture Hours: 3 Lab/Recitation Hours: 0**

**AST 244 OFFICE ADMINISTRATION II**

**Course Outcomes**

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

1. Use the skills and knowledge needed for the twenty-first century office.
2. Describe the different types of record storage systems and apply alphabetic filing rules.
3. Define the processes for records retention, transfer, and disposal.
4. Identify steps for financial planning and budgeting.
5. Describe payroll taxes and deductions.
6. Explain the differences in organizational financial statements.

B. Apply technical skills to work successfully with computer hardware and software, reprographics, and virtual situations.

C. Handle international travel plans.

D. Coordinate event planning and meetings.

1. Show skills in acquiring a job and demonstrate leadership skills.
2. Use Microsoft Office software to complete projects.

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Required Materials:

Textbooks:

*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 with SNAP and ebook. St. Paul, Minnesota, Paradigm Publishing Inc., 4th edition. ISBN: 978-076386878-9. SNAP 2016 plus ebook only: ISBN: 978-0763866570.*

The following supplementary materials are available:

1.
2.

**AST 244 OFFICE ADMINISTRATION II**

Topical Description: (Outline chapters and sections to be covered in the book – may include timeline)

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

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Notes to Instructors

(List information about optional topics, departmental exams, etc)

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