

OFFICE ADMINISTRATION COURSE DESCRIPTION CHANGE

OST 286 Professional Development 3 0 0 3

Prerequisites: ENG 111

Corequisites: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

Approved by RCC Curriculum Committee 10/13/2011

Effective Spring 2012