

BST202 : Standard Office Procedures

Students develop the concepts and skills needed to function effectively in an administrative assistant position. The course includes the following: human relations; customer service; communication services; meetings, minutes, and agendas; travel arrangements and itineraries; financial statements and reports; professionalism, machine transcription; and resumes and interview techniques.

Credits 3

Prerequisite Courses

[BST110: Computer Applications](#)

Co-Requisite Courses

[BST220: Advanced Word Processing Application](#)

Semester Offered

Spring