

## SEPTEMBER 2003 CURRICULUM GUIDELINES

Dougla \_\_\_\_\_e

A: Divi Date: SEPTEMBER 2003

B: Dep Commerce & Business Admin. New Course

Pro a: Office Administration

M: Course Objectives/Learning Outcomes

- 6. <u>Heat and cold</u>. The learner will: 6.1 explain the local effects, purposes, and factors affecti

## OADM 325 CLINICAL OFFICE PROCEDURES