

**Eastern WV Community & Technical College
Master Course Record**

Course Prefix and Number: BOS 251
Course Title: Office Procedures & Techniques I
Recommended Transcript Title: Office Procedures & Techniques I
Date Approved/Revised: 7/6/07; 9/19/16; 11/6/17
Credit Hours: 3 Contact hours per week (Based on 15 week term): 3 Lecture: 3 Lab:
Prerequisite: None Corequisite: None Pre/Corequisite: None
Grading Mode: Letter Grade
Catalog Description: This course presents the fundamental principles that will enable the student to expedite office work including office organization and management, office communications, filing systems, office location, layout and equipment, and design and control of office procedures.
Course Outcomes: <ol style="list-style-type: none"> 1. Discuss the dynamic work place as it relates to constant change, professional image, and teams 2. Discuss workforce behaviors regarding self-management, ethical theories and behaviors, leadership, and customer service 3. Demonstrate written and verbal communication skills 4. Demonstrate knowledge in records management, personal finance, and investment strategies 5. Demonstrate proficiency in event and meeting planning, travel arrangements, job search and advancement
Implementation Cycle: Fall
Role in College Curriculum: (Check all that apply) <input type="checkbox"/> General Education Core (Specify category) <input checked="" type="checkbox"/> Technical Core: (Admin. Support Technology, AAS and CAS) <input type="checkbox"/> Restricted Elective (Specify Program) <input checked="" type="checkbox"/> General Elective <input type="checkbox"/> Workforce Education <input type="checkbox"/> Other (Please specify)
Course Fee: None
Instructor's Qualifications: Bachelor's degree in Business or Master's degree with 18 graduate hours in business.
Expanded Course Description: Students will learn to conduct a job search, be productive team members, process information via technology, communicate effectively, and lead and supervise others.

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Date Prepared/Revised: 9/2/16; 9/27/17

Date Course Approved by Curriculum Committee: 11/6/17

Date Course Approved by LCTE: 9/9/16; 11/20/17

Form revised 12-12-16

Prepared by: Seyed Mirkhani, Division Chair for Business, Computer and Information
Technology, 9/9/16, 9/27/17

Approved Per LOT Minutes:

Dean of Teaching and Learning

Date

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