

## 2021-22 ACADEMIC COURSES

### **BOS 206 : PERS MGT APP/INTERNET RESOURCE**

This course provides an introduction to the operational and technical aspects of communication using Microsoft Outlook and Internet resources. Topics covered include email, contact and task management, electronic scheduling and using the Internet for common business and social media interactions. Students should be familiar with Windows and have keyboarding skills of at least 25 wpm. The title of this course was previously Scheduling and Internet Office Applications.

**Level I Prereq:** Academic Reading and Writing Levels of 6

Description	Hours
Credits	2
Lecture Hours	30
Clinical Hours	0
Lab Hours	0
Other Hours	0
Total Hours	30

Accurate as of 02/26/2021 Information is subject to change without notice.

#### **Class offerings by semester**

Swipe left to see full chart