

## 2022-23 ACADEMIC COURSES

### BOS 250 : OFFICE ADMINISTRATION






In this course, students will be introduced to the functions and roles of technology in a business office environment. Emphasis is placed on the expanding duties of an administrative professional such as time management, business composition, human relations skills, teamwork, office environment, and multi-cultural business etiquette. Importance is placed on verbal and written communication. Students develop effective job-hunting techniques and a portfolio to prepare for employment in the administrative field. To be successful in this class, students should be familiar with Windows and keyboard at least 25 wpm. This course contains content previously taught in BOS 107. The title of this course was previously Office Administration II.

**Level I Prereq:** Academic Reading and Writing Levels of 6; BOS 157

Description	Hours
Credits	4
Lecture Hours	60
Clinical Hours	0
Lab Hours	0
Other Hours	0
Total Hours	60

Accurate as of 08/12/2022 Information is subject to change without notice.

#### Class offerings by semester

	Winter	Summer	Fall
Even Years (2022, 2024, 2026)			
Odd Years (2023, 2025, 2027)			
 Class (before 5 p.m.)		5	
 Class (after 5 p.m.)		5	
 Online Class Revised: 2/2/22			
<p>The annual schedule class offerings by semester is offered as a planning tool. Please refer to the course schedule to see the specific time and platform for which the course is offered.</p>			

Swipe left to see full chart