

BUSINESS OFFICE SYSTEMS (BOS)

BOS 101A Introduction to Keyboarding (1 Credit)

15 lecture, 1 total contact hours

This course is the first in a series of three keyboarding courses. This course teaches students to keyboard by touch and develop speed, accuracy, and proper techniques on the alphabetic, punctuation and symbol keys. This course is offered only in a self-paced format. Level I Prerequisite: No Basic Skills

BOS 101B Intermediate Keyboarding (1 Credit)

15 lecture, 1 total contact hours

This course is the second in a series of three keyboarding courses. It is designed for students who have completed BOS 101A or who can key a minimum of 24 wpm. Students increase their speed and accuracy, improve their technique, and learn to touch type the number and symbol keys. Students are evaluated early in the course and may be placed in BOS 101A or BOS 101C based on the results of the evaluation. This course is offered only in a self-paced format. Level I Prerequisite: No Basic Skills

BOS 101C Advanced Keyboarding (1 Credit)

15 lecture, 1 total contact hours

This course is the third in a series of three keyboarding courses. It is designed for students who have completed BOS 101B or who can key a minimum of 33 wpm. Students increase their speed and accuracy and improve their technique on the number and symbol keys. Students are evaluated early in the course and may be placed in BOS 101A or BOS 101B based on the results of the evaluation. This course is offered only in a self-paced format. Level I Prerequisite: No Basic Skills

BOS 106 Electronic Planning, Sharing and Organization (3 Credits)

45 lecture, 3 total contact hours

In this course, students explore the usage of a note-taking and information-management program that allows users to capture ideas and store information electronically. Students will also be introduced to the benefits of cloud computing as a means to store, organize and share information with others and will learn effective collaboration techniques for working on business, school, or personal projects. Topics include Windows fundamentals, file and folder management, searching for and citing information found on the Internet. Software topics covered in this course include Microsoft Excel, OneNote, PowerPoint, Teams and Word. Level I Prerequisite: Academic Reading and Writing Levels of 6

BOS 157 Word Processing and Document Formatting I (3 Credits)

45 lecture, 3 total contact hours

In this course, students learn various word processing and document formatting techniques using Microsoft Word. Skills include formatting documents, creating tables, and inserting and formatting graphics. The application to Word processing concepts and functions to current business environments are stressed. Students should be familiar with Windows and have keyboarding skills of at least 25 wpm. Upon completion of this course, students may be eligible to take the Microsoft Office Word Certification Exam through Certipoint, the premiere certification organization endorsed by Microsoft. Level I Prerequisite: Academic Reading and Writing Levels of 6

BOS 174 BOS Co-op Education I (1-3 Credits)

120 to 360 clinical/other, 1 to 3 total contact hours

In this course, students gain skills from a new experience in an approved, compensated, business-related position. Together with the instructor, the employer, and the co-op placement office, students determine work assignments and learning objectives to connect classroom learning with career-related work experience. This is the first of two-co-op courses. Level I Prerequisite: Academic Reading and Writing Levels of 6; Eight credits in BOS discipline, minimum 2.0 GPA; consent required

BOS 182 Database Software Applications (3 Credits)

45 lecture, 3 total contact hours

This course teaches database concepts and applications using Microsoft Access. Skills and concepts include creating databases; creating and customizing tables and forms; creating, formatting, and enhancing reports; querying and maintaining databases; enhancing forms; and filtering data. Applying database concepts, design, and functions used within business environments is emphasized. Students should be familiar with Windows and have keyboarding skills of at least 25 wpm. Level I Prerequisite: Academic Reading and Writing Levels of 6

BOS 184 Spreadsheet Software Applications I (3 Credits)

45 lecture, 3 total contact hours

In this course, students are taught introductory spreadsheet concepts and applications using Microsoft Excel. Skills and concepts include creating, formatting and editing a worksheet; entering formulas and using Excel functions; preparing charts; creating templates, workbooks, and saving a workbook as a Web page. Applying spreadsheet concepts and functions to business environments is stressed. Students should be familiar with Windows and have keyboarding skills of at least 25 words per minute (wpm). Level I Prerequisite: Academic Reading and Writing Levels of 6; Academic Math Level 2

BOS 206 Personal Management Application and Internet Resources (2 Credits)

30 lecture, 2 total contact hours

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 Prerequisite: Academic Reading and Writing Levels of 6

BOS 207 Presentation Software Applications (2 Credits)

30 lecture, 2 total contact hours

In this course, students are introduced to presentation software concepts and applications using Microsoft PowerPoint in a Windows operating system environment. Skills and concepts include creating, editing, formatting, and enhancing presentations; adding graphics and multimedia; using embedded elements to enhance a slide show; and delivering presentations. Applying presentation software concepts and functions to business environments is stressed. Students should be familiar with Windows and have keyboarding skills of at least 25 wpm. Level I Prerequisite: Academic Reading and Writing Levels of 6

BOS 208 Desktop Publishing for the Office (3 Credits)

45 lecture, 3 total contact hours

This course will prepare students to apply basic publishing skills while creating flyers, newsletters, brochures, letterhead, business cards, and other publications. The course will enable the student to create a publication from scratch or use a template with a business information set. Students will create, manage, revise and distribute publications. Students must be familiar with Windows and have keyboarding skills of at least 25 wpm. Level I Prerequisite: Academic Reading and Writing Levels of 6

BOS 230 Electronic Forms Design (3 Credits)

45 lecture, 3 total contact hours

In this course, students will learn how to create, edit and use electronic forms. Electronic forms are less costly than paper forms, improve accuracy with data validation and acquisition, are more accessible, enhance the rate and timeliness of responses to questionnaires, and eliminate mailing costs. Students will also distribute PDF business documents, publish them to the web, and tabulate user responses. The software used for this course includes Adobe Acrobat and Microsoft Word. Level I Prerequisite: Academic Reading and Writing Levels of 6

BOS 250 Office Administration (4 Credits)

60 lecture, 4 total contact hours

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. The importance of verbal and written communication is also emphasized. 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 words per minute (wpm). Level I Prerequisite: Academic Reading and Writing Levels of 6; BOS 157

BOS 257 Word Processing and Document Formatting II (3 Credits)

45 lecture, 3 total contact hours

This is the second of two courses in word processing and document formatting. Students are introduced to advanced word processing formatting and functions such as macros, styles, templates, graphics, Web pages, versions, forms, WordArt, Draw, outlines, indexes, and mail merges. The formatting of memos, letters, reports and specialized documents according to current business standards is emphasized throughout the course. Students should be familiar with Windows. Level I Prerequisite: Academic Reading and Writing Levels of 6; BOS 157

BOS 274 BOS Co-op Education II (1-3 Credits)

120 to 360 clinical/other, 1 to 3 total contact hours

In this course, students gain skills from a new experience in an approved, compensated, business-related position. Together with the instructor, the employer, and the co-op placement office, students determine work assignments and learning objectives to connect classroom learning with career-related work experience. This is the second of two-co-op courses. Level I Prerequisite: Academic Reading and Writing Levels of 6; BOS 174; consent required

BOS 284 Spreadsheet Software Applications II (3 Credits)

45 lecture, 3 total contact hours

In this course, students will learn advanced techniques using Microsoft Excel. Skills and concepts include working with named ranges and structured references, using auditing tools to analyze data, creating scenarios, creating data maps and pivot tables, creating and using macros, and using workbook protection. Group participation in solving complex formulas and functions is a required part of this course. This is the second of two courses in spreadsheet applications. Level I Prerequisite: Academic Reading and Writing Levels of 6; Academic Math Level 2; BOS 184 minimum grade "C"