

**Western Dakota Technical Institute
800 Mickelson Drive
Rapid City, SD 57703-4018**

Master Syllabus

Course Number: BUS 200
Course Name: Office Procedures
Credits: 3
Contact Hours: 2 Lecture; 1 Lab

Course Description: This course will give students seeking entry-level office professional positions or students who are transitioning to a higher level career a comprehensive study in the dynamics of the modern day workplace. Instruction and activities target new technology and build communication and human relation skills. Emphasis on critical thinking, creative problem solving, and professional development will prepare students for challenges they will face in today's global marketplace.

Prerequisites: None

Textbooks: <http://bookstore.wdt.edu/>

Materials: Students will need a laptop/notebook computer with Microsoft Office installed. (Contact instructor for correct software version.)

Student Learning Outcomes:

- Communicate office professional information in the proper context
- Utilize technology to perform office functions
- Prepare office professional documents at a speed acceptable in the professional field

Assessment: Through the Student Learning Outcomes, the following core abilities will be assessed: analytical skills, communication skills, technology skills, and employability.

ADA Accommodations: Students Rights to Assistance or Accommodations: Western Dakota Technical Institute (hereinafter WDT) does not discriminate on the basis of disability. If you have a disability as defined by federal or state law, including a temporary disability related to pregnancy and/or parenting as a result of a medical necessity due to childbirth, WDT will provide reasonable accommodations including but not limited to architectural access, aids and services necessary for effective communication, and modification of its policies and procedures. Students with a disability who are requesting an accommodation should contact your instructor and the Student Success Director who serves as the disability coordinator as early as possible in the semester.

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