

WASHTENAW COMMUNITY COLLEGE  
COURSE SYLLABUS

Course: BOS 189

Department: Business Office Systems

New Course

Course Number: BOS 189

Existing Course

Course Title: Study Problems in Business Office Systems

Credit Hours: 1 - 5

Prerequisites: Consent of Instructor and Divisional Dean

Corequisites: None

Catalog Course Description: This course provides the opportunity for independent study in a particular area of instruction with faculty supervision.

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Contact Hours: Student faculty contact in a study problems course should include regular scheduled meetings during the semester. Normally this would entail a minimum of 15 hours per semester.

Course Justification: (Check all that apply)

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> program specialty | <input type="checkbox"/> college transfer             | <input type="checkbox"/> support course                  |
| <input type="checkbox"/> division core                | <input checked="" type="checkbox"/> industry training | <input checked="" type="checkbox"/> personal development |
| <input type="checkbox"/> core curriculum              |   |  |

Prepared By William S. Smith Date January 20, 1983  
(Faculty Member)

Reviewed By William S. Smith Date January 20, 1983  
(Department Chair)

Approved By William S. Smith Date January 20, 1983  
(Dean)

SYL4/BOS189

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**MAJOR INSTRUCTIONAL UNITS:** A Major instructional unit is a grouping of topics which naturally relate to one another.

(List, in order, the major instructional units)

1. Study Problems Semester Plan

**COURSE OBJECTIVES:** Use student outcome based language and format. (Ex: The student will define and state the cause of the six major respiratory diseases.)

(Use one page for each instructional unit).

Major Instructional Unit# 1 Heading: Study Problems Semester Plan

Objective #1: The student with the instructor will complete a set of educational objectives and anticipated outcomes for the semester.

Objective #2: The student with the instructor will complete a schedule of assigned course work for the semester.

Objective #3: The student with the instructor will develop a schedule of established meeting times for the semester.

Objective #4: The student and the instructor will agree to a grading procedure for the course.

**INSTRUCTIONAL METHODS:** (Check the appropriate boxes and describe as needed.)

- |                                     |  |  |
|-------------------------------------|--|--|
| <input type="checkbox"/> Lecture    | <input type="checkbox"/> Seminar                                   | <input type="checkbox"/> Laboratory              |
| <input type="checkbox"/> Clinical   | <input type="checkbox"/> Telecourse                                | <input type="checkbox"/> On-Site Work Experience |
| <input type="checkbox"/> Self-Paced | <input checked="" type="checkbox"/> Other <u>independent study</u> |  |

**EVALUATION CRITERIA:** (Check the appropriate boxes and describe as needed).

- |  |  |
|--|--|
| <input type="checkbox"/> Attendance_____       | <input type="checkbox"/> Quizzes_____                      |
| <input type="checkbox"/> Class Discussion_____ | <input type="checkbox"/> Tests_____                        |
| <input type="checkbox"/> Papers_____           | <input type="checkbox"/> Midterm_____                      |
| <input type="checkbox"/> Portfolio_____        | <input type="checkbox"/> Final Exam_____                   |
| <input type="checkbox"/> Project_____          | <input checked="" type="checkbox"/> Independent Study_____ |
| <input type="checkbox"/> Reports_____          | <input type="checkbox"/> Other (Audition, etc.)_____       |
| <input type="checkbox"/> Work Performance_____ |  |

**ATTENDANCE REQUIREMENTS:** (For Certification or nonevaluative purposes).

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**SPECIAL EQUIPMENT/FACILITY AND ACTIVITY REQUIREMENTS:** (Check the appropriate boxes and describe as needed).

- |  |   |
|--|---|
| <input type="checkbox"/> Lab equipment | <input type="checkbox"/> Testing in Testing Center                                  |
| <input type="checkbox"/> LRC Reserves  | <input type="checkbox"/> Student Regional Competitions                              |
| <input type="checkbox"/> Computers     | <input type="checkbox"/> Off Campus Sites   |
| <input type="checkbox"/> Field Trips   | <input checked="" type="checkbox"/> Other <u>grading procedures to be developed</u> |

(Attach an additional page if necessary).

**PRIMARY TEXT:** (Disregard if text is not used).

Title:  
Author:  
Publisher:

Copyright Yr:  
Est. Cost:

(Attach an additional page if more than one primary text is used).

**SUPPLEMENTAL TEXTS OR COURSE PACKS:**

1. Title: \_\_\_\_\_  
 Author: \_\_\_\_\_ Copyright Yr: \_\_\_\_\_  
 Publisher: \_\_\_\_\_ Est. Cost: \_\_\_\_\_

2. Title: \_\_\_\_\_  
 Author: \_\_\_\_\_ Copyright Yr: \_\_\_\_\_  
 Publisher: \_\_\_\_\_ Est. Cost: \_\_\_\_\_

(Attach another page if necessary).

**SUPPLIES AND/OR UNIFORMS STUDENT WILL HAVE TO OWN OR ACQUIRE FOR COURSE SUCH AS:** calculators, uniforms, tools, and software, etc. (Other than pen, pencil, paper, or textbook(s)).

Descriptions	Cost Estimates
<u>Not Applicable</u> _____	_____
_____	_____
_____	_____

**REFERENCE MATERIALS STUDENTS WILL BE REFERRED TO SUCH AS:** journals, books, manuals, maps, etc.

Not applicable \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**AUDIO/VISUAL AND COMPUTER MATERIALS TO BE USED SUCH AS:** films, video tapes, slides, audio tapes, software, etc.

<u>Title</u>	<u>Source</u>
_____	_____
_____	_____
_____	_____
_____	_____

WASHTENAW COMMUNITY COLLEGE  
COURSE HANDOUT

The following information compatible with the Official Course Syllabus must be distributed to students at the first meeting of each course:

1. Course name:
2. Course number:
3. Course description:
4. A list of course objectives by unit:
5. Required text(s) and/or course packs:
6. Criteria for evaluation:
7. Requirements (Attendance, Special, or Other):
8. Hours/week required out-of-class:
9. Additional Information:
10. A schedule of class meeting dates with topics and assignments:

Each Instructor teaching this course should attach a copy of their "Student Handout Sheet" to this document.