



Wayne County Community College District

COURSE SYLLABUS

OIS 280 Office Administration and Professional Development

CREDIT HOURS: 3.00

CONTACT HOURS: 45.00

COURSE DESCRIPTION:

The student will develop a personal plan of action leading to completion of short and long range goals, apply principles leading to success, enhance interpersonal relationship skills and analyze the corporate structure and its mechanisms. Emphasis will be on developing positive work attitudes, time management, interpersonal style, professional growth and stress management.

PREREQUISITES: *NONE*

EXPECTED COMPETENCIES:

Upon successful completion of this course, the student will be able to:

1. Demonstrate knowledge of how to develop and/or improve positive interpersonal Skills.
2. Identify key concepts related to understanding individual differences and cultural diversity.
3. Identify and demonstrate positive and effective communication skills.
4. Identify specific teamwork, group problem solving and conflict management skills.
5. Demonstrate ethical decision-making in workplace examples.
6. Demonstrate awareness of the connection between psychological stressors, physical health and productivity on the job.
7. Conduct research and be able to identify relevant skills and knowledge for several career options.

ASSESSMENT METHODS:

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:

90%-100% = A
80%-89.9%= B
70%-79.9%= C
60%-69.9%= D
<60% = E