

# Minnesota State College Southeast

## ADMS 2431: Administrative Assistant Internship IV

### A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This internship will provide the student with a "real world learning experience" in which the student will apply the knowledge and skills learned in the classroom. This internship is for 192 hours and should be completed near the end of the student's coursework to obtain the maximum benefit for both the student and the interning business. (Prerequisite: None) (4 Credits: 0 lecture/0 lab/4 OJT)

**B. COURSE EFFECTIVE DATES:** 04/24/1998 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Apply software skills to produce real-world documents
2. Demonstrate office employability standards
3. Practice office procedures with professionalism

### D. LEARNING OUTCOMES (General)

1. Report to work on time and provide a valid excuse for an absence
2. Demonstrate understanding of business procedures, methods, and principles
3. Practice effective time management and work prioritization skills
4. Communicate effectively with coworkers, customers, visitors, and administrators
5. Identify and complete tasks with minimal supervision
6. Answer the telephone with professionalism, and provide customer service appropriately
7. Demonstrate thoroughness, accuracy, neatness, and dependability in performing assigned tasks
8. Demonstrate proficient use of software (Word, Excel, Access, PowerPoint)
9. Demonstrate proficient use of computers and office equipment
10. Contribute to the group as a team player, being willing to adjust, participate and show flexibility
11. Use discretion and protect the confidentiality of business information
12. Accept special projects from superiors and complete them accurately, efficiently, and thoroughly

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted