

Minnesota State College Southeast

ADMS 1424: Integrated Office Skills

A. COURSE DESCRIPTION

Credits: 2

Lecture Hours/Week: 1

Lab Hours/Week: 2

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

An emphasis will be placed on learning transferrable skills such as effective written and verbal communication in the workplace; office efficiency via file management, ergonomics, and time management; and seeking assistance via the internet, software help menus, and editing/proofreading. Through the use of an office simulation, the student will perform tasks based on actual job situations that utilize the skills necessary to work in a computerized office as well as problem solving, decision making, and teamwork. The office simulation uses a variety of business application software including word processing, presentation graphics, e-mail, and the Internet. (Prerequisite or Concurrent: ADMS2410) (2 Credits: 1 lecture/1 lab)

B. COURSE EFFECTIVE DATES: 09/23/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Obtain and improve transferrable office skills
2. Demonstrate knowledge in office documents and procedures while producing materials in an office simulation
3. Prepare for the workplace (office environment)

D. LEARNING OUTCOMES (General)

1. Organize meetings
2. Prepare agendas
3. Record and distribute minutes
4. Prepare promotional material (flyers, posters, forms)
5. Compose and edit letters and memos
6. Use proofreaders' marks
7. Research information on the Internet
8. Use software help menus
9. Prepare information using advanced software applications
10. Create and use template files
11. Develop telephone skills, procedures, and etiquette
12. Use interpersonal skills
13. Apply time management techniques
14. Apply file management techniques
15. Apply ergonomic techniques
16. Reinforce proofreading skills
17. Prepare and send e-mail
18. Create PowerPoint presentation
19. Demonstrate problem-solving skills
20. Demonstrate decision-making skills

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted