ADSC 1451: Technology Tools for the Workplace

A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: 3
Lab Hours/Week: *.*
OJT Hours/Week: *.*
Prerequisites: None
Corequisites: None
MnTC Goals: None

This course is designed to prepare students to become knowledgeable and comfortable in the use of current and new technologies used in personal and work setting. Students will learn how to utilize specific technologies that can enhance administrative assistant or office manager careers. The course will explore a variety of software, mobile, and Internet technology tools that are useful for effectively managing administrative and collaborative tasks in a business setting. Types of technologies explored include calendar, organizational, collaboration, publishing, and professional development applications. (Prerequisites: None)(3 credits lecture/0 credits lab)

B. COURSE EFFECTIVE DATES: 05/31/2016 - 05/20/2024

C. OUTLINE OF MAJOR CONTENT AREAS

None

D. LEARNING OUTCOMES (General)

None

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted