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.

B. COURSE EFFECTIVE DATES: 05/31/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Digital technologies
2. Technology use in the workplace
3. Technology use for professional development

D. LEARNING OUTCOMES (General)

1. Articulate current and emerging trends in technology used in the office environment.
2. Explain the importance of collaboration, communication, and social networking technology in today's workplace.
3. Communication with instructor and classmates using featured technologies.
4. Collaborate with instructor and classmates using featured technologies.
5. Explore emerging trends in technology applications.
6. Create a basic website for personal and/or professional use.
7. Apply critical thinking skills to learning, using, and implementing technology in the workplace.
8. Explore communication technologies that enhance professional development.
9. Demonstrate professionalism in all course e-mail, discussion board, and classroom communications.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted