

Alexandria Technical and Community College

ACCT 1602: Business Technology

A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers the development of the 'touch' system on 'calculator' keyboards. Students develop speed and accuracy using the touch system for the four basic arithmetic operations and solving business problems. It also introduces the student to techniques required to research accounting issues using a variety of sources. The course covers two components: electronic calculator/computer number keyboard skills and Internet research for accountants.

B. COURSE EFFECTIVE DATES: 01/06/2004 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Proper desktop-calculator finger approach.
2. Review of business math applications and use of desktop-calculator functions to improve efficiencies.
3. Timed stroke drills.

D. LEARNING OUTCOMES (General)

1. The learner will be able to pass a 4-minute speed and accuracy test using a professional desktop calculator.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted