

Alexandria Technical and Community College

ADMN 1606: Business Technology and Practices

A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: 3

Lab Hours/Week: 2

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course applies calculating, transcription, records management, and electronic communication skills. Learners experience on-the-job situations using knowledge from previous courses to complete capstone experiences with limited supervision. Learners have opportunities to improve communication skills, develop problem solving and decision making skills, and develop and demonstrate industry work habits working in a Windows environment.

B. COURSE EFFECTIVE DATES: 08/30/2004 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Demonstrate understanding of the role of an administrative assistant in the modern office.
2. Set personal goals and demonstrate understanding of mission statements.
3. Utilize 10-key calculators to complete business math calculations.
4. Analyze information pertaining to 10-key simulations.
5. Describe and apply basic filing rules (alphabetic, numeric, subject, and geographic).
6. Use computers, copiers, and fax machines.
7. Develop computer/printer/10-key troubleshooting skills.
8. Operate transcribing equipment.
9. Observe business office setting for a day.
10. Write and present a paper about observation experience.

D. LEARNING OUTCOMES (General)

1. The learner will complete a basic math unit and demonstrate knowledge of e-mail, electronic calendaring, electronic calculating, and work with computers, copiers, and fax machines.
2. The learner will demonstrate the ability to perform 10-key skills in a variety of office situations using an electronic calculator.
3. The learner will demonstrate the ability to transcribe from tapes independently, use voice activation software to transcribe, and observe an office setting for a day.
4. The learner will demonstrate the skill of proper filing techniques for alphabetic, subject, geographic, and numeric filing systems.

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted