LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:
This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.
TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore, http://www.labette.edu/bookstore, for the required texts for this class.

COURSE NUMBER: OTEC 136

COURSE TITLE   BUSINESS OFFICE APPLICATIONS

SEMESTER CREDIT HOUR: 3

DEPARTMENT: Business Administrative Technology

DIVISION: Career Technical Education

PREREQUISITE: OTEC 106 Formatting

REVISION DATE: January 2016

COURSE DESCRIPTION:
Through a realistic job simulation, the student will gain practice in advanced computer applications such as using an electronic calendar, desktop publishing, and web-based software. The student will make decisions, set priorities, create documents, and collaborate with others. In addition, the student will be asked to prepare a formal job description of a business administrative assistant.

COURSE OUTCOMES COMPETENCIES:
Students who successfully complete this course will be able to:

1. Describe the qualifications, duties, and responsibilities of an administrative assistant.

- Prepare an official job description for an "Administrative Assistant" or closely related field.
- Show improvement between a pre-assessment and post-assessment using OPAC assessment software.

2. Develop skill in computer applications.

- Prepare graphs.
- Prepare a recap sales report
- Merge form letters.
- Prepare reports, outlines, and other documents.

3. Use decision-making skills to set priorities and organize information.

- Create and organization files.
- Determine priorities of jobs and assign priority codes.
- Organize and prepare an itinerary.
- Maintain an appointment calendar.
- Research information for reports.

4. Manage time effectively in order to meet deadlines.

- Turn work in by due dates.
- Make good use of time by attending class and working outside of class (overtime).

5. Proofread carefully and submit work in a neat, organized fashion.

- Submit folders in an orderly fashion.
- Include grade sheet with each document.
- Redo documents that contain errors.

6. Perform workplace competencies

II. ORAL COMMUNICATIONS
   2. Prepare and deliver a presentation appropriate to subject matter, purpose, and audience.
   5. Incorporate visual media into a presentation

V. COMPUTER LITERACY
   2. Compose, organize, and edit information using a computer.