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: OFFICE APPLICATIONS- ADMINISTRATIVE ASSISTANT

SEMESTER CREDIT HOUR: 3

DEPARTMENT: Office Technology

DIVISION: Career Technical Education

PREREQUISITE: OTEC 106 Formatting

COURSE DESCRIPTION:
Through a realistic job simulation, the student is introduced to secretarial duties performed as an administrative assistant to a top executive. The student will make decisions, set priorities, maintain a tickler file, prepare tables and graphs, and compose correspondence. In addition, the student will be asked to prepare a formal job description of an 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”.
   - Show improvement between a pre-assessment and post-assessment on administrative assistant.

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
   - **ORAL COMMUNICATIONS**
     - Prepare and deliver a presentation appropriate to subject matter, purpose, and audience.
     - Incorporate visual media into a presentation
   - **COMPUTER LITERACY**
     - Compose, organize, and edit information using a computer.