

# Dakota County Technical College

## ADTC 1017: Technology for the Business Professional

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 2

Lab Hours/Week: 1

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course is designed to advance the training of business and office students in the use of desktop publishing documents, real world business projects, web site analysis, and web browser.

**B. COURSE EFFECTIVE DATES:** 05/21/2014 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

1. apply categories
2. communicate with e-mail
3. compile an e-mail address book
4. create basic business documents related to a particular entity
5. create notes
6. create, send, receive, reply and forward messages with and without attachments
7. demonstrate text and/or graphic scanning techniques
8. develop Internet proficiency in researching data
9. manage appointments
10. manage e-mail folders
11. manage tasks
12. organize contacts
13. prepare a mission statement
14. report current events/findings in business world orally to colleagues
15. use the Internet as a research tool
16. write reports using research findings

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

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted