

Idaho PTE Business Education Course w/Essential Learning Outcomes

Course Title

OFFICE TECHNOLOGY

SDPTE Course ID

BE 0610

IBED

IBED 12002

A course designed to provide students with the procedures and skills necessary for the operation of a modern business office. The course includes integration of concepts into realistic simulations and incorporation of computers as they relate to the typical tasks in a modern business. Students study emerging technologies and concepts that will allow them to function effectively in a high-tech environment. NOTE: This class may serve as a "Capstone" course.

Term

Semester/Trimester/Year

Preq

BE 0022 / BE 0110

Notes:

Accounting Acct_3: Financial Analysis

Acct_3.1 Interpret financial statements to make informed business decisions.

Accounting Acct_4: Demonstrate Knowledge of the Accounting Process

Acct_4.4 Complete the various steps of the accounting cycle and explain the purpose of each step.

Accounting Acct_6: Demonstrate Knowledge in the Interpretation and Use of Data

Acct_6.1 Use planning and control principles to evaluate the performance of an organization.

Acct_6.2 Apply differential analysis and present value concepts to make decisions.

Accounting Acct_7: Accounting Information Systems

Acct_7.1 Demonstrate the ability to use an automated accounting system.

Accounting Acct_8: Business Records

Acct_8.1 Prepare a bank reconciliation, finding and correcting all errors.

Acct_8.2 Complete a petty cash voucher and record book, and prove and replenish the fund.

Acct_8.3 Prepare checks and stubs in accordance with bank recommendations.

Acct_8.4 Endorse each check as per the directives and in accordance with accepted bank recommendations.

Acct_8.5 Prepare a deposit slip and compute the checkbook balance using appropriate mathematical procedures.

Acct_8.6 Prepare a purchase requisition form requesting the item, and log and file the requisition.

Acct_8.7 Prepare a purchase order for the requisitioned item(s).

Acct_8.8 Prepare a sales slip with customer and product information including tax and price.

Acct_8.9 Prepare an invoice with customer and product information including tax and price .

Career Development CDev_3: Demonstrate Knowledge of Workplace Expectations

CDev_3.1 Relate work ethic to career development.

CDev_3.2 Relate workplace relationships to career development.

CDev_3.3 Relate workplace diversity to career development.

CDev_3.4 Relate workplace communication skills to career development.

CDev_3.5 Maintain safe and healthy environment.

Communications Comm_1: Demonstrate Knowledge of Foundations of Communications

Comm_1.3 Communicate in a written format in a clear, courteous, concise, and correct manner on personal and professional levels.

Communications Comm_3: Demonstrate Knowledge of Technological Communications

Comm_3.1 Use technology to enhance the effectiveness of communications.

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Communications *Comm_5: Demonstrate Knowledge of Organizational Communications*

- Comm_5.1 Incorporate appropriate customer-service strategies to communicate effectively with various business constituencies.
- Comm_5.2 Incorporate appropriate standards of personal ethics to communicate effectively with various business constituencies.
- Comm_5.3 Incorporate appropriate leadership techniques to communicate effectively with various business constituencies.
- Comm_5.4 Incorporate appropriate supervision techniques to communicate effectively with various business constituencies.

Computation *Comp_1: Demonstrate Knowledge of Mathematical Foundations for All Computational Skills and Concepts*

- Comp_1.1 Apply basic mathematical operations to solve problems.

Entrepreneurship *Entr_5: Demonstrate Knowledge of Accounting*

- Entr_5.2 Identify, describe, and compare various types of business records.
- Entr_5.3 Demonstrate and understanding of how to establish and use appropriate records based on the needs of a business.

Information Systems *IS_1: Demonstrate Knowledge of the Foundations of Information Systems*

- IS_1.1 Identify and use various input technologies that include keyboarding, voice recognition, handwriting recognition, optical character recognition, and other forms of emerging input technologies.
- IS_1.2 Demonstrate a knowledge of computers and the ability to use them.
- IS_1.3 Identify the need for applications of technology in business, industry, society and on a global scale.

Information Systems *IS_2: Demonstrate Knowledge of Industry Standard Software Applications*

- IS_2.1 Select and apply word processing software.
- IS_2.2 Select and apply spreadsheet software.

Information Systems *IS_7: Demonstrate Knowledge of Information Systems Ethical Issues*

- IS_7.1 Establish and use a personal code of ethics for information systems use and management.

Management *Mgmt_5: Demonstrate Knowledge of Human Resource Management*

- Mgmt_5.1 Describe employee development and its importance to the successful operation of the organization.
- Mgmt_5.5 Describe compensation, promotion, benefits, and incentives and their importance to the successful operation of the organization.

Management *Mgmt_7: Demonstrate Knowledge of General Management skills*

- Mgmt_7.1 Develop and use time management skills.
- Mgmt_7.2 Describe and use technology as it relates to the management process.
- Mgmt_7.4 Describe the entrepreneurial way of thinking and use it to solve problems.