COURSE OUTLINE

DEPT. ADSA
COURSE NUMBER: 1126

NUMBER OF CREDITS: 2 Lecture: 1 Lab: 1 OJT 0

Course Title:
Advanced Office Applications

Catalog Description:
Advanced Office Applications is a capstone course designed to integrate and reinforce the skills and knowledge learned in previous business courses in the Administrative Assistant program. Computer applications will be utilized in projects that simulate those used in an office environment. Projects will emphasize quality and meeting deadlines. Prerequisite ADSA1100 or ADSA1122. Prerequisite or Co-requisite ACCT1120 and ACCT1122.

Prerequisites or Necessary Entry Skills/Knowledge:
ADSA1100 or ADSA1122. Prerequisite or Co-requisite ACCT1120 and ACCT1122.

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Goal 1: Communication: _____ by meeting the following competencies:

Goal 2: Critical Thinking: _____ by meeting the following competencies:

Goal 3: Natural Sciences: _____ by meeting the following competencies:

Goal 4: Mathematics/Logical Reasoning: _____ by meeting the following competencies:

Goal 5: History and the Social and Behavioral Sciences: _____ by meeting the following competencies:

Goal 6: The Humanities and Fine Arts: _____ by meeting the following competencies:

Goal 7: Human Diversity: _____ by meeting the following competencies:

Goal 8: Global Perspective: _____ by meeting the following competencies:

Goal 9: Ethical and Civic Responsibility: _____ by meeting the following competencies:

Goal 10: People and the Environment: _____ by meeting the following competencies:
### Topics to be Covered

The focus of this course is to provide students with an opportunity to integrate the entire Microsoft Office suite of products in a realistic, challenging office setting. Students should have a basic knowledge of Microsoft Word, Excel, Access, PowerPoint, and Publisher applications prior to beginning this simulation.

### Student Learning Outcomes

- Apply the complete suite of Microsoft Office products.
- Perform general office functions
- Prepare a variety of documents integrating multiple software applications.
- Apply information processing skills
- Apply research and composing skills
- Apply organizational skills
- Apply editing skills

### Is this course part of a transfer pathway:  

- Yes ☐  
- No ☒

Revised Date: 6/2021