
SECTION HEADING

ADSA 1126: Advanced Office Applications

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.

Credits

2

Prerequisite

ADSA 1100 or ADSA 1122

Corequisite

ACCT 1120 and ACCT 1122

Topics to be Covered

1. 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.

Learning Outcomes

1. Apply the complete suite of Microsoft Office products.
2. Perform general office functions
3. Prepare a variety of documents integrating multiple software applications.
4. Apply information processing skills
5. Apply research and composing skills
6. Apply organizational skills
7. Apply editing skills

Credit Details

Lecture: 1

Lab: 1

OJT: 0

MnTC Goal Area(s): None