INTEGRATED OFFICE SKILLS — ADMS 1040

A. **Course Description**

- **Credits:** 3.00
- **Lecture Hours/Week:** 2.00
- **Lab Hours/Week:** 1.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

This course is designed to integrate and reinforce the skills and knowledge learned in previous courses in the program. Project emphasis will develop the students' awareness of work flow, chain of command, and creation/integration of office documents. The use of electronic tools and the integration of documents created in various Microsoft Office Suite programs is the primary focus of this course.

B. **Course Effective Dates:** 7/1/16 – Present

C. **Outline of Major Content Areas**

As noted on course syllabus

D. **Learning Outcomes**

1. add footnotes, a title page and table of contents to a report
2. apply conditional formatting to worksheets
3. apply styles, indent and bullets to documents
4. apply transitions and animation effects to slides
5. create a chart and modify its design, layout and format
6. create a directory, letters and labels using mail merge
7. create a presentation from an outline
8. create an organizational chart
9. create, format and print letters, envelopes and labels
10. edit and format presentations
11. filter and sort records
12. input and format reports
13. insert formulas in tables
14. integrate word processing and spreadsheet applications

15. modify title, slide and notes masters
16. prepare agendas, minutes and checklists
17. prepare document templates and create documents using templates
18. prepare documents using tabs, rotated text, special characters, quick parts and outline numbered lists
19. prepare forms
20. produce long documents from rough-draft copy
21. summarize data from multiple sheets in a workbook
22. use Access and Word files to create merged documents
23. use a travel request and expense form
24. use desktop publishing skills to design documents
25. use desktop publishing skills to prepare newsletters and brochures
26. use nested formulas and functions in a worksheet

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

F. **Learner Outcomes Assessment**

   As noted on course syllabus

G. **Special Information**

   None noted