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. Analyze workplace information and data to create visual aids: PowerPoints, Charts, Tables, and Graphs.
   2. Develop an understanding of organizational structure and the chain of command in a workplace.
   3. Prepare and create numerous office documents, including but not limited to: agendas, minutes, forms, reports & manuals.
   4. Prepare and proofread various written business communications and documents.
   5. Utilize Microsoft Office applications to create merged documents.

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

F. Learner Outcomes Assessment
   - As noted on course syllabus

G. Special Information
   - None noted