ADMS2200 - Office Administration Capstone

Credits:	2 (1/1/0)
Description:	This course is a capstone experience designed to advance, enhance and reinforce software skills for the office professional with extensive integration of applications using word processing, spreadsheets, databases, presentations and basic office operations. This course will improve the office professional's confidence in software applications by cultivating analytical, critical-thinking and problem-solving skills required in the office setting.
Prerequisites:	
Corequisites:	
Pre/Corequisites*:	• BUS1100
Competencies:	1. Produce advanced business text documents, spreadsheets and presentations in projects and simulations. 2. Apply customization features to enhance efficiency and proficiency in applications. 3. Prepare personal career documents for career advancement. 4. Practice and apply critical workplace skills including personal responsibility, initiative, dependability and punctuality. 5. Demonstrate problem solving skills and a continued understanding of professional expectations within the workplace environment. 6. Display effective communication skills to fulfill workplace tasks and projects.
MnTC goal areas:	None

**Can be taking as a Prerequisite or Corequisite.*

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