South Central College

OTEC 2850  Integrated Information Systems

Course Outcome Summary

Course Information

Description
This is an intensive course that provides project-based learning with a business scenario setting utilizing critical thinking skills. The projects emphasize the integration of various computer applications to create professional documents. Students will incorporate time management, electronic communication, Internet searches, and current technology practices to be successful in an office work setting. (Prerequisites: OTEC 1822, OTEC 1840, OTEC 1860, OTEC 2870)

Total Credits 3
Total Hours 48

Types of Instruction

Instruction Type Credits/Hours
Lecture 3/48

Pre/Corequisites


Institutional Core Competencies

Communication - Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives.

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

Course Competencies

1. Prepare marketing documents

   Learning Objectives
   Create and format letters, envelopes, and labels
   Apply styles, indents, and bullets to documents
   Work with tables and insert formulas
   Use desktop publishing skills to design documents
   Input and format reports
   Input files in documents
2. Create personnel documents
   Learning Objectives
   Create organization charts
   Prepare documents using tabs, rotated text, special characters, Quick Parts, and outline numbered lists
   Sort items in lists
   Prepare forms
   Write reports

3. Prepare administrative documents
   Learning Objectives
   Produce forms for printed and online use
   Prepare agendas, minutes, and checklists
   Create documents using templates
   Save Word documents as Web files
   Generate directories, letters, and labels using mail merge
   Produce long documents from rough-draft copy

4. Create promotional materials
   Learning Objectives
   Prepare fax cover sheets, letterhead, and notepads
   Prepare document templates and create documents using templates
   Create bookmarks and insert text using bookmarked ranges
   Prepare printed and onscreen forms
   Create presentations from outlines
   Add footnotes, title pages, and tables of contents to reports

5. Create presentations using presentation graphics application
   Learning Objectives
   Edit and format presentations
   Modify titles, slides, and notes masters
   Create and apply design templates
   Apply transitions and animation effects to slides
   Rehearse timings in presentations
   Create hyperlinks and save presentations for the Web

6. Prepare documents using desktop publishing application
   Learning Objectives
   Modify templates
   Create certificates using templates
   Prepare newsletters and brochures
   Create and apply styles to documents
   Create documents with WordArt and other graphics
   Copy and paste data from database files

7. Attend professional event
   Learning Objectives
   Attend and assess professional event
   Write reflection paper of experience

8. Manage payroll records
   Learning Objectives
   Understand basic payroll terminology
   Use nested formulas and functions in worksheets
   Modify layouts and formats of worksheets
   Freeze panes, lock cells, and protect sheets in workbooks
   Integrate word processing and spreadsheet applications
   Capture screens and edit pictures
   Sort data in worksheets
Summarize data from multiple sheets in workbooks
Use search engines

9. **Manage budgets**
   Learning Objectives
   Add headers and footers to worksheets
   Apply conditional formatting
   Create charts and modify designs, layouts, and formats
   Create and add digital signatures

10. **Manage personnel documents**
    Learning Objectives
    Create tables
    Define data relationships
    Define new data fields and edit definitions
    Create forms
    Design and run simple reports and queries
    Use database and document files to create merged documents

11. **Manage equipment using different software applications**
    Learning Objectives
    Create databases
    Import and append data
    Define validation rules
    Create database tables using templates
    Create memos and lookup fields
    Create split forms
    Create relationships
    Create command buttons to run macros

12. **Manage company operations using different software applications**
    Learning Objectives
    Create tables and import data
    Design queries with criteria and conditions
    Create forms with subforms
    Add command buttons to forms
    Create customer database
    Prepare memos and emails

13. **Integrate software applications**
    Learning Objectives
    Create newsletters with columns, breaks, tables, hyperlinks, and media
    Create Word documents with forms and ActiveX controls and hyperlinks
    Create presentations with hyperlinks to motion clips and documents
    Import and export data between applications
    Summarize financial data
    Create flyers

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Additional information and forms can be found at: [www.southcentral.edu/disability](http://www.southcentral.edu/disability)
This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.