South Central College

OTEC 2850* Integrated Information Systems

Common Course Outline

Course Information

Description
This course 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: OTEC1822 - Microsoft Excel, OTEC1860 - Microsoft Word, OTEC2870 - Information Resource Management)

Total Credits: 3.00
Total Hours: 48.00

Types of Instruction

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<tr>
<th>Instruction Type</th>
<th>Credits/Hours</th>
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<tr>
<td>Lecture</td>
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Pre/Corequisites

Prerequisite

Institutional Core Competencies

Foundations and skills for lifelong learning: Students will display an understanding of learning as a lifelong process through demonstration of a desire to learn, the willingness to apply learning to other areas of their lives, the ability to think and act independently, be willing to take the initiative to get projects done, and demonstrate the ability to reflect upon what has occurred and how it impacts the student and others.

Teamwork and problem-solving: Students will demonstrate the ability to work together cohesively with diverse groups of persons, including working as a group to resolve any issues that arise.

Course Competencies

1. Demonstrate Professionalism

Learning Objectives
- Demonstrate efficient work skills
- Demonstrate organization of work related activities
- Demonstrate team skills
- Learn privacy of information procedures
- Perform work requests tasks
2 Demonstrate Software Skills
   Learning Objectives
   Demonstrate database applications procedures skills
   Demonstrate word processing software functions skills.
   Demonstrate spreadsheet software functions skills
   Demonstrate database software skills
   Demonstrate presentation software skills
   Demonstrate image/graphics software packages utilities skills

3 Utilize Files Management
   Learning Objectives
   Demonstrate files integration
   Perform routine critical data file backup tasks
   Perform source-files-import tasks
   Utilize structures files-manage procedures
   Perform files management tasks
   Perform file conversion tasks

4 Utilize Email and Internet
   Learning Objectives
   Demonstrate electronic mail/messaging utilities function
   Perform Internet searches
   Produce web pages

5 Prepare Administrative Documents
   Learning Objectives
   Create and format letters, envelopes, and labels
   Produce documents from rough-draft copy
   Use merging features with various software
   Work with tables, including inserting formulas
   Use desktop publishing skills to design documents
   Input and format reports
   Insert various files

6 Create Personnel Documents
   Learning Objectives
   Attend a professional event
   Assess a professional event
   Write a reflection paper

7 Create Spreadsheets
   Learning Objectives
   Create multiple spreadsheets
   Format a spreadsheet
   Manage payroll records
   Determine costs for events
   Prepare financial documents
   Produce and format charts

8 Create Databases
   Learning Objectives
   Produce and format charts
   Import data into a table
   Create queries with criteria
   Create reports with grouping
   Design forms and add graphics

9 Create Slide Presentations
Learning Objectives
Create slides
Format slides
Insert graphics into slides
Apply transitions and animation to slides
Modify slides

SCC Accessibility Statement
If you have a disability and need accommodations to participate in the course activities, please contact your instructor as soon as possible. This information will be made available in an alternative format, such as Braille, large print, or cassette tape, upon request. If you wish to contact the college ADA Coordinator, call that office at 507-389-7222.

Disabilities page http://southcentral.edu/academic-policies/disability-rights.html