South Central College  

OTEC 2850*  Integrated Information Systems (Copy)  

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, OTEC1860, OTEC2870)  

Total Credits 3.00  
Total Hours 48.00  

Types of Instruction  

<table>
<thead>
<tr>
<th>Instruction Type</th>
<th>Credits/Hours</th>
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<tbody>
<tr>
<td>Lecture</td>
<td>3/48</td>
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Pre/Corequisites  

Prerequisite  OTEC1822, OTEC1860, OTEC2870  

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  

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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](http://southcentral.edu/academic-policies/disability-rights.html)