



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

OTEC1822 - Microsoft Excel, OTEC1840 - Microsoft PowerPoint, OTEC1860 - Microsoft Word, OTEC2870 - Information Resource Management

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

SCC Accessibility Statement

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Additional information and forms can be found at: www.southcentral.edu/disability

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