

**Arkansas Community College**  
Business and Computer Information Systems Division

**Discipline Code**

OSIM

**Course Number**

2703

**Course Title**

Business Applications Integration

**Catalog Description**

(S) The course introduces students to the useful possibilities of integration between word processing, spreadsheet, database, presentation, graphics, e-mail, and web applications. (Outside lab time will be required). Prerequisites: CISQ 1103

**Prerequisites**

CISQ 1103

**Credit Hours**

3 credit hours

**Contact hours**

45 Lecture/Lab Hours

**Load hours**

3 Load Hours

**Semesters Offered**

Spring

**ACTS Equivalent**

None

**Grade Mode**

A-F

## Learning Outcomes

Students completing this course will:

- Describe the process of integrating several office software applications into one document, thus eliminating extra work, effort and time.
- Enhance basic formatting skills for a variety of business-related documents, spreadsheets, and databases.
- Demonstrate the conversion of documents so they can be viewed on a company website or intranet.
- Identify the appropriate integration for different office requirements.
- Evaluate security/confidentiality issues related to the sharing of information from different applications.
- Use basic English, Math, and communications skills.
- Define how improved productivity of business materials improves communications and understanding in a diverse society.
- Convert information from one software application to another that will be more easily understood and manipulated in an international setting.

## General Education Outcomes Supported

- Students develop higher order thinking skills.
- Students can use computers proficiently.

## Standard Practices

### Topics list

- Enhance page layout and design by creating, navigating, editing and formatting documents.
- Create, edit and format spreadsheets.
- Perform calculations with formulas and functions.
- Analyze and chart data in a workbook.
- Build and modify a database by creating tables, queries, forms, reports and relationships.
- Produce effective, professional looking presentations to deliver to an audience.
- Integrate word processing, spreadsheet, database and presentation applications into one document.

### Learning activities

- Assignments and projects
- This course requires additional work that may need to be completed out of class or in a virtual or on-campus lab.

### Assessments

Exams, quizzes, assignments, projects

### Grading guidelines

A = 90-100

B = 80-89

C = 70-79  
D = 60-69  
F = 59 & below