

**Northwest Arkansas Community College
Business and Computer Information Courses**

OSIM 2703 Business Applications Integration (On Demand)

Catalog Description

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.)

Prerequisite

CISQ 1103 Introduction to Computer Information (required)
CISM 1303 Operating Systems (recommended)

Credit Hours: 3

Target Audience and Transfer

This course is for students seeking to enhance career skills or for those seeking an AAS degree in Computer Information. It will meet requirements for a hands-on computer course for students planning a career in the Business Information Systems fields. The course will not transfer.

General Course Objectives

Knowledge:

- Learn how to integrate several office software applications into one document, thus eliminating extra work, effort and time.
- Further improve basic formatting skills for a variety of business-related documents, spreadsheets, and databases.
- Learn how to convert documents so they can be viewed on a company website or intranet.

Critical Thinking:

- Identify the appropriate integration for different office needs.
- Consider security/confidentiality issues related to sharing of information from different applications.

Academic Skill:

- Use basic English, Math, and communications skills.

Cultural Awareness:

- Understand how improved productivity of business materials improves communications and understanding in a diverse society.

Required Text(s)

Microsoft Office 2003: Illustrated Projects, 1st Edition, by Cram.
Publisher: TL/Course Technology: 2005. ISBN 0-619-27307-0.

Instructional Activities

Students may require additional time in the computer lab to complete assigned software projects.

Required Assessment

Written exams relating to concepts learned.

Hands-on exams demonstrating ability to use integration techniques learned.