

## Computer Information Department Course Outline

### 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/Contract hours/Load hours***

3/3/3

#### ***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. OSIM 2703 will not transfer to most four year institutions for credit. It is designed as a non-transfer course.

#### ***Student 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.
- Further improve 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.
- Consider security/confidentiality issues related to 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.

#### ***Forms of Assessment***

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