Anoka Technical College

ADSC 1142: Integrated Software Applications

A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: 4

Lab Hours/Week: 0

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course takes a project-based approach to teaching the integrating capabilities of Microsoft Office software while emphasizing applying critical-thinking skills to business situations. Previously learned software techniques; communications skills in the areas of spelling, grammar, punctuation, and formatting; and decision-making capabilities are utilized in the course as well. The class takes a simulation approach that requires problem-solving in the areas of appropriate choice of message format and software use, including cloud and collaboration tools. (Prerequisites: None) (4 credits lecture/0 credits lab)

B. COURSE EFFECTIVE DATES: 05/31/2016 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Microsoft Office software integration techniques
2. Critical thinking in business situations
3. Communications skills
4. Professionalism in office environment

D. LEARNING OUTCOMES (General)

1. Create various business messages including letters, e-mail, reports, outlines, and presentations while utilizing proper formatting techniques.
2. Utilize advanced features and integration techniques between components of Microsoft Office to complete projects and tasks.
3. Analyze the audience and purpose for various business documents.
4. Demonstrate creativity and the ability to work independently in completing projects with limited instructions.
5. Evaluate assigned projects to determine appropriate software techniques needed.
6. Use critical thinking skills to problem solve in order to make effective business decisions.
7. Demonstrate good work habits in order to complete assigned tasks accurately and in a timely fashion to meet set deadlines.
8. Use the Internet to gather data to answer assigned questions and make effective business decisions.
9. Apply problem-solving in the areas of appropriate choice of message format and software use including cloud and collaboration tools.
10. Demonstrate professionalism in all course e-mails, discussion board, and classroom communications.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted