

# Anoka Technical College

## **BDAT 1010: Integrated Business Software**

### **A. COURSE DESCRIPTION**

Credits: 3

Lecture Hours/Week: 2

Lab Hours/Week: 2

OJT Hours/Week: \*.\*

Prerequisites:

This course requires the following prerequisite  
TLIT 1005 - Technology Fundamentals

Corequisites: None

MnTC Goals: None

This course is the intermediate study of computer applications from business productivity software suites for report, document, presentation and information development activities. (Prerequisite: TLIT 1005) (2 credits lecture/1 credit lab)

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

### **C. OUTLINE OF MAJOR CONTENT AREAS**

1. Business productivity software suite advanced concepts
2. Problem solving techniques
3. Professional proposals
4. Financial reports
5. Data forms
6. Information development activities

### **D. LEARNING OUTCOMES (General)**

1. Generate documents using productivity software advanced tools and functions.
2. Create and design spreadsheets that utilize data querying, manipulation, and functions to solve business problems.
3. Design business solutions that incorporate functions integrating multiple productivity applications.
4. Produce documentation to meet user specifications and ease-of-use.
5. Generate forms and reports to support business proposals.
6. Develop information graphics to support business decision-making.
7. Analyze real-world business problems and then apply appropriate media and strategies to develop solutions.
8. Demonstrate creative and critical thinking skills while completing projects.
9. Create data forms for viewing and inputting data.

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

None

### **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted