Western Technical College

10106186 Exploring Business Technologies

Course Outcome Summary

Course Information

Description	Using a personal information management software, students will create and manage e-mail messages, calendars, contacts, and tasks, along with how to perform basic customization of the software. Students will also learn how to create, edit, modify, organized, delete, and maintain content on web pages using a content management system.
Career Cluster	Business Management and Administration
Instructional Level	Associate Degree Courses
Total Credits	2
Total Hours	36

Textbooks

Microsoft Office 365 & Outlook 2019: Comprehensive. Copyright 2020. Hoisington, Corinne. Publisher: Cengage Learning. **ISBN-13:** 978-0-357-37540-2. Required.

Microsoft Office 365 and Office 2019 – MindTap. Copyright 2020. Cable, Sandra, Steven Freund, and Joy Starks. Publisher: Cengage Learning. **ISBN-13:** 978-0-357-11915-0. Required.

Learner Supplies

Webcam and headset with microphone. **Vendor:** Campus Shop. Required.

Success Abilities

1.   Cultivate Passion: Expand a Growth-Mindset

2. Live Responsibly: Develop Resilience

3. Refine Professionalism: Act Ethically

4. Refine Professionalism: Improve Critical Thinking

5. Refine Professionalism: Practice Effective Communication

Program Outcomes

1. Demonstrate effective workplace communications

2. Apply technology skills to business and administrative tasks

3. Manage administrative projects

4. Model professionalism in the workplace

Course Competencies

1. Manage e-mail messages using a personal information management software.

Assessment Strategies
1.1. Lab Projects
1.2. Written Objective Test
1.3. Application Test

Criteria

You will know you are successful when

1.1. you configure the account options.
1.2. you compose and send an e-mail message.
1.3. you view and print an e-mail message.
1.4. you reply to an e-mail message.
1.5. you attach a file to an email message.
1.6. you organize e-mail messages in folders.

Learning Objectives
1.a. Compose, send, receive, and read e-mail messages
1.b. Send e-mail messages with an attachment
1.c. Sort and manage e-mail messages
1.d. Print e-mail messages

2. Manage calendars appointments, events, and meetings using a personal information management software.

Assessment Strategies
2.1. Lab Projects
2.2. Written Objective Test
2.3. Application Test

Criteria

You will know you are successful when

2.1. you configure calendar options.
2.2. you create and manipulate appointments.
2.3. you schedule events.
2.4. you schedule meetings.
2.5. you print a calendar.
2.6. you save and share a calendar.

Learning Objectives
2.a. Navigate within the electronic calendar
2.b. Schedule, save, move, edit, and delete appointments

2.c.   Set the status of and apply electronic reminders
2.d.   Schedule and edit events
2.e.   Respond to meeting requests
2.f.   Print a calendar
2.g.   Use color categories to organize electronic calendar.
2.h.   Use electronic calendar features.

3.   Create and manage contacts with personal information management software.

Assessment Strategies
3.1.   Lab Projects
3.2.   Written Objective Test
3.3.   Application Test

Criteria

You will know you are successful when

3.1.   you create a new contact.
3.2.   you modify a contact.
3.3.   you change the view of contacts.
3.4.   you display contacts in different views.
3.5.   you find a contact.
3.6.   you create a contact group.
3.7.   you print the contact list.

Learning Objectives
3.a.   Prepare contacts and a contact group
3.b.   Modify contact and a contact group
3.c.   Add a contacts photo
3.d.   Locate, sort, and print contacts

4.   Create and manage tasks and notes with personal information management software.

Assessment Strategies
4.1.   Lab Projects
4.2.   Written Objective Test
4.3.   Application Test

Criteria

You will know you are successful when

4.1.   you create a new task.
4.2.   you categorize a task.
4.3.   you categorize an e-mail message.
4.4.   you assign a task.
4.5.   you print a task.
4.6.   you create and use notes.

Learning Objectives
4.a.   Prepare a task with a status, priority, and a reminder
4.b.   Prepare a recurring task
4.c.   Assign and forward a task
4.d.   Accept and decline tasks
4.e.   View, organize, and print tasks
4.f.   Prepare and edit notes
4.g.   View, organize, and print notes

5.   Customize features and functions of a personal information management software.

Assessment Strategies
5.1.   Lab Projects
5.2.   Written Objective Test
5.3.   Application Test

Criteria

You will know you are successful when

5.1.　　you customize e-mail messages.
5.2.　　you customize signatures and stationary.
5.3.　　you manage junk e-mail filters.
5.4.　　you configure e-mail rules.
5.5.　　you change calendar options.
5.6.　　you add a news feed.

Learning Objectives

5.a.　　Add another e-mail account
5.b.　　Add hyperlinks and images to e-mail messages
5.c.　　Prepare an e-mail signature
5.d.　　Format an e-mail signature
5.e.　　Assign an e-mail signature
5.f.　　Customize personal stationery
5.g.　　Prepare e-mail rules
5.h.　　Adjust calendar settings
5.i.　　Subscribe to a news feed

6.　　Determine the importance of maintaining accurate, up-to-date web content.

Assessment Strategies

6.1.　　Written Product
6.2.　　Drawing/Illustration

Criteria

You will know you are successful when

6.1.　　you investigate websites components.
6.2.　　you investigate web page layout.
6.3.　　you differentiate between current and outdated web content.
6.4.　　you determine website navigation.
6.5.　　you draw a web page layout.

Learning Objectives

6.a.　　Investigate various websites and web page layouts
6.b.　　Explore various website navigation methods
6.c.　　Draw a web page layout with the basic elements, such as navigation, masthead, footer, and content

7.　　Explore a content management system.

Assessment Strategies

7.1.　　Written Product

Criteria

You will know you are successful when

7.1.　　you research a content management system.
7.2.　　you navigate a content management site.
7.3.　　you explain what web page elements are timeless and what web page elements need maintenance.
7.4.　　you explain the purpose and content of a web page.

Learning Objectives

7.a.　　Investigate a content management system
7.b.　　Navigate a content management site

8.　　Construct a simple web page.

Assessment Strategies

8.1.　　Product - Web Page

Criteria

You will know you are successful when

8.1.　　you maintain a consistent look and feel throughout the site.

8.2.   you add internal and external links.

8.3.   you create a web page with headings, paragraphs, and an image.

8.4.   you create a web page containing a list.

Learning Objectives

8.a.   Construct a web page containing a list, an image, headings, and paragraphs

8.b.   Add internal and external links to a web page