



Western Technical College

10154102 Software Applications for Business

Course Outcome Summary

Course Information

Description	Introduces the student to word processing and spreadsheet functions in an integrated office software suite. This course begins with basic skills for creating and editing word processing and spreadsheet documents and continues with advanced spreadsheet functions and commands. Spreadsheet applications will be directly related to solving business problems, formatting business information, and creating business reports.
Career Cluster	Information Technology
Instructional Level	Associate Degree Courses
Total Credits	3
Total Hours	72
Prior Learning Assessment	Portfolio

Textbooks

MindTap for The Shelly Cashman Series Collection, Microsoft® Office 365 and Office 2019. 1st Edition. Copyright 2020. Cable, Sandra, Steven M. Freund, Ellen Monk, Susan L. Sebok, Joy L. Starks, and Misty E. Vermaat. Publisher: Cengage Learning. **ISBN-13:** 978-0-357-11915-0. Required.

Bundle: Shelly Cashman Series Microsoft® Office 365 and Office 2019 Introductory. 1st Edition. Copyright 2020. Freund, Steven M., Ellen Monk, Susan L. Sebok, Joy L. Starks, and Misty E. Vermaat. Publisher: Cengage Learning. **ISBN-13:** 978-0-357-46691-9. Optional.

Learner Supplies

Headphones with a microphone if not built into your computer. **Vendor:** To be discussed in class.

Success Abilities

1. Cultivate Passion: Expand a Growth-Mindset

2. Live Responsibly: Foster Accountability
3. Refine Professionalism: Improve Critical Thinking
4. Refine Professionalism: Practice Effective Communication

Program Outcomes

1. Manage software.

Course Competencies

1. Practice file management and organization.

Assessment Strategies

- 1.1. Demonstration
- 1.2. Written Product

Criteria

You will know you are successful when

- 1.1. you explain three pros/cons of USB, hard drive, and cloud-based storage.
- 1.2. you explain the importance of backing up materials.
- 1.3. you explain your preference for backing up materials.
- 1.4. you zip and unzip files.
- 1.5. you save and move files.

Learning Objectives

- 1.a. Explore cloud-based environments.
- 1.b. Examine zip and unzipped files.
- 1.c. Investigate benefits of zipping and unzipping files.
- 1.d. Explore saving various materials to USB, hard drive, and cloud-based storage.
- 1.e. Examine the importance of backing up documents.

2. Examine resources for troubleshooting software questions.

Assessment Strategies

- 2.1. Scenario Response

Criteria

You will know you are successful when:

- 2.1. you document how you used the F1/help feature to troubleshoot.
- 2.2. you summarize one video that explains how to troubleshoot.
- 2.3. you explain which troubleshooting method you prefer and why.

Learning Objectives

- 2.a. Define troubleshooting.
- 2.b. Identify sources to troubleshoot software questions.
- 2.c. Examine various methods for learning how to troubleshoot software questions.
- 2.d. Examine systematic processes to search for the source of a problem.

3. Implement internet search engine for research.

Assessment Strategies

- 3.1. Written Product

Criteria

You will know you are successful when:

- 3.1. you research your topic using a minimum of three search engines, including Google Scholar.
- 3.2. you identify the search engines you used to find sources.
- 3.3. you identify the three advanced search options utilized and how this affected search results.
- 3.4. you find three credible sources.

- 3.5. you cite your sources.
- 3.6. you explain the difference between types of resources found in Google Scholar versus other search engines.
- 3.7. you explain the credibility of each source.

Learning Objectives

- 3.a. Explore various search engines.
- 3.b. Explore Google Scholar.
- 3.c. Determine credibility of researched sources.
- 3.d. Utilize advanced search options to refine sources for project research.
- 3.e. Explore copyright versus open sources for research.

4. Set up an electronic calendar using software.

Assessment Strategies

- 4.1. Product

Criteria

You will know you are successful when:

- 4.1. you create a calendar appointment using email software.
- 4.2. you add an attachment to the calendar appointment.
- 4.3. you schedule the calendar appointment as a recurring meeting.
- 4.4. you set up a reminder for the calendar appointment.
- 4.5. you send the calendar appointment as a meeting invite.

Learning Objectives

- 4.a. Explore available email calendar applications.
- 4.b. Examine various calendar functions.
- 4.c. Determine a tool that meets your needs.

5. Examine email software.

Assessment Strategies

- 5.1. Product

Criteria

You will know you are successful when:

- 5.1. you accept a calendar invitation.
- 5.2. you save an attachment from a calendar invitation.
- 5.3. you construct a business professional email.
- 5.4. you provide a descriptive subject line.
- 5.5. you verify your email includes the following elements: subject line, introduction/salutation, concise message, complimentary close, and signature.
- 5.6. you use the "to" and "cc" features.
- 5.7. you upload an attachment(s) to an email.
- 5.8. you describe the security concerns with phishing and whaling emails.

Learning Objectives

- 5.a. Investigate various email applications.
- 5.b. Demonstrate proper email etiquette.
- 5.c. Explore email functions.
- 5.d. Investigate email safety.
- 5.e. Identify phishing (whaling) email.
- 5.f. Identify spam emails.

6. Prepare business correspondence using document processing software.

Assessment Strategies

- 6.1. Written Product

Criteria

You will know you are successful when:

- 6.1. you include a heading that contains to, from, date, and subject.

- 6.2. you use provided letterhead.
- 6.3. you use block-style paragraphs (no indentation; line between paragraphs).
- 6.4. you set tabs as specified.
- 6.5. you utilize a bulleted list with a minimum of three bullets.
- 6.6. you insert a table with at least three rows and three columns.
- 6.7. you set margins as specified.
- 6.8. you verify your letter includes inside address block (who you send to), date, salutation, topic paragraph, supporting paragraph, conclusion, complimentary close, and signature line (your name and title).
- 6.9. you use spell check software prior to final submission.
- 6.10. you use correct and appropriate grammar, punctuation, spelling, syntax, and word usage.

Learning Objectives

- 6.a. Explore document processing software formatting functionality.
- 6.b. Use document processing software to create professional business documents (ex: business memo, business letter, and agenda).
- 6.c. Copy information.
- 6.d. Move information.
- 6.e. Use a template to develop a new file.
- 6.f. Create and format tables.
- 6.g. Use spell check feature.
- 6.h. Explore reviewing tools to proofread documents.
- 6.i. Apply best practices in preparing business professional documents (ex: spelling, grammar, syntax, format matches purpose, etc).

7. Prepare a report using document processing software.

Assessment Strategies

- 7.1. Report: 2 to 5 pages in length

Criteria

You will know you are successful when:

- 7.1. you write content based on your final business project.
- 7.2. you use MLA formatting for report.
- 7.3. you ensure your document includes the following information: your name, instructor name, class name, and date.
- 7.4. you use a minimum of two in-text parenthetical references.
- 7.5. you include a Works Cited page.
- 7.6. you insert a page break after the Works Cited page.
- 7.7. you insert a picture (not clipart) of your choice that relates to your topic on the top of the new page.
- 7.8. you format the picture and layout as desired.
- 7.9. you insert a next page section break after the page with the picture.
- 7.10. you insert a spreadsheet document table that includes a comparison of data relevant to your research.
- 7.11. you insert a chart below the table that graphically displays the data used in your table.
- 7.12. you insert a next page section break after the chart.
- 7.13. you insert a SmartArt graphic of your choice into this section that shows an illustration relating to your research.
- 7.14. you change the layout of section three from portrait to landscape.
- 7.15. you use correct and appropriate grammar, punctuation, spelling, syntax, and word usage.

Learning Objectives

- 7.a. Insert header, footer, and page numbers.
- 7.b. Use SmartArt.
- 7.c. Integrate spreadsheet software information into documents.
- 7.d. Use multiple page layout options. (page breaks, section breaks, landscape, portrait).
- 7.e. Insert picture (not clipart).
- 7.f. Use the mark-up/review feature.
- 7.g. Explore MLA report formatting (1" margins, 12 point Times New Roman font, double line spacing, indented first lines, header with surname and page number in right corner, title is centered.)
- 7.h. Explore MLA formatted Works Cited page (formatting, hanging indents, listed in alphabetical order).
- 7.i. Explore citation/reference page feature.

8. Explore how spreadsheet software is used to communicate business information.

Assessment Strategies

8.1. Spreadsheet

Criteria

You will know you are successful when:

- 8.1. you use three functions (SUM, AVG, and COUNT).
- 8.2. you use four formulas (subtraction, multiplication, division, and addition).
- 8.3. you demonstrate the use of the basic orders of operations in a formula (ex: multiply first, then add...)
- 8.4. your spreadsheet contains a title, sub-title, column labels, row labels, and cell data.
- 8.5. you format text, numbers, cells, and page.
- 8.6. you use the merge and center feature.
- 8.7. you sort data in cells.
- 8.8. you demonstrate absolute and relative cell referencing.

Learning Objectives

- 8.a. Outline basic components of a spreadsheet.
- 8.b. Examine potential purposes of spreadsheet software in business.
- 8.c. Explore features of spreadsheet software.
- 8.d. Examine how to copy and move information.
- 8.e. Investigate page set-up.
- 8.f. Explore autofill function.
- 8.g. Use basic formulas and functions.
- 8.h. Differentiate between relative and absolute references when copying and/or moving a formula or function.
- 8.i. Use if-statements.
- 8.j. Use the sort and find function.
- 8.k. Use graphs/charts.
- 8.l. Use formatting features to change appearance of a spreadsheet.
- 8.m. Use conditional formatting.

9. Prepare a project using presentation software.

Assessment Strategies

9.1. Presentation

Criteria

You will know you are successful when:

- 9.1. you follow the 7x7 rule when creating slides.
- 9.2. you verify your theme is consistent.
- 9.3. you choose background, font, and color scheme appropriate to the message/theme.
- 9.4. you minimize the use of distracting images and sounds.
- 9.5. you choose meaningful images that align with content.
- 9.6. you apply transitions from slide to slide that flow well.
- 9.7. you cite sources.
- 9.8. you use correct spelling and grammar.
- 9.9. you align your oral presentation with the meaning/content of slides.

Learning Objectives

- 9.a. Acquire information on what is needed for a presentation.
- 9.b. Explore various presentation software.
- 9.c. Practice professional presentation skills.
- 9.d. Investigate features of presentation software.
- 9.e. Examine best practices for organizing presentations.

10. Explore available applications for a business problem.

Assessment Strategies

10.1. Demonstration

Criteria

You will know you are successful when:

- 10.1. you compare available applications.
- 10.2. you decide on business use(s) for one application.
- 10.3. you present your findings.

Learning Objectives

- 10.a. Explore various software applications on different devices.
- 10.b. Examine software application uses for a business problem.
- 10.c. Explore devices that utilize software applications.