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

Textbooks
No textbook required.

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

Success Abilities

1. Cultivate Passion: Enhance Personal Connections
2. Cultivate Passion: Expand a Growth-Mindset
3. Cultivate Passion: Increase Self-Awareness
4. Live Responsibly: Develop Resilience
5. Live Responsibly: Foster Accountability
6. **Refine Professionalism: Act Ethically**

7. **Refine Professionalism: Improve Critical Thinking**

8. **Refine Professionalism: Participate Collaboratively**

9. **Refine Professionalism: Practice Effective Communication**

**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 and getting answers to 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 identify one troubleshooting article.
   - 2.3. you find one video that explains how to troubleshoot.
   - 2.4. you explain which troubleshooting method you prefer and why.

   **Learning Objectives**
   - 2.a. Identify sources to troubleshoot software questions.
   - 2.b. Examine various methods for learning how to troubleshoot software questions.

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. Practice software to set up an electronic calendar.

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. your email has a descriptive subject line.
5.5. your email includes the following elements: address, the contact, introduction, body, conclusion, and signature.
5.6. you use the “to” and “cc” features.
5.7. you upload an attachment(s) to an email.

Learning Objectives
5.a. Investigate various email applications.
5.b. Demonstrate proper email etiquette.
5.c. Explore email functions.
5.d. Investigate email safety.


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. 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. your documents exhibit 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. Compare the difference between copying and moving information.
6.e. Use a template.
6.f. Create and format tables.
6.g. Use spell check feature.
6.h. Explore reviewing tools to proofread documents.
6.i. Explore best practices in preparing business professional documents.


Assessment Strategies
7.1. Report

Criteria
You will know you are successful when:
7.1. you write content based on your final business project.
7.2. you use one inch margins.
7.3. you use 12 point font.
7.4. you use Times New Roman font.
7.5. you use appropriate line spacing.
7.6. your first line is indented.
7.7. you insert a header with name and title page in the right corner.
7.8. your document includes the following information: your name, instructor name, class name, and date.
7.9. your title is centered.
7.10. you use a minimum of two in-text parenthetical references.
7.11. your paper is two to five pages.
7.12. you include a Works Cited page.
7.13. your Works Cited page has appropriate formatting.
7.14. your Works Cited sources are listed in alphabetical order.
7.15. you insert a page break after the Works Cited page.
7.16. you insert a picture (not clipart) of your choice that relates to your topic on the top of the new page.
7.17. you format the picture and layout as desired.
7.18. you insert a next page section break after the page with the picture.
7.19. you insert a spreadsheet document table that includes a comparison of data relevant to your research.
7.20. you insert a chart below the table that graphically displays the data used in your table.
7.21. you insert a next page section break after the chart.
7.22. you insert a SmartArt graphic of your choice into this section that shows an illustration relating to your research.
7.23. you change the layout of section three from portrait to landscape.
7.24. your report exhibits 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 and citation/reference page feature.

8. **Explore spreadsheet software to determine how it can be 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 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 features to format 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. your slides are concise.
9.2. your theme is consistent.
9.3. your background, font, and color scheme are business professional.
9.4. you minimize the use of distracting images and sounds.
9.5. you choose meaningful images that align with content.
9.6. your transitions from slide to slide flow well.
9.7. you cite sources.
9.8. your slides display effective spelling and grammar.
9.9. your presentation words align with the meaning/content of slides.
9.10. your presentation follows Presentation Guidelines.

**Learning Objectives**
9.a. Acquire information on what is needed for a presentation.
9.b. Explore various presentation software.
9.c. Demonstrate professional presentation skills.
9.e. Examine best practices for organizing presentations via presentation software.
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.
10.b. Examine software application uses for a business problem.
10.c. Explore devices that utilize software applications.