Western Technical College

10154102 Software Applications for Business

Course Outcome Summary

Course Information

Description	Introduces the student to Office 365 suite of products. This course includes software application basics and file management strategies to better organize, create, and maintain information to communicate in a business setting. Office 365 applications will be related to solving business problems, formatting business information, and creating business reports that integrates all features of Office 365.
Career Cluster	Information Technology
Instructional Level	Associate Degree Courses
Total Credits	3
Total Hours	72
Prior Learning Assessment	Portfolio

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: Expand a Growth-Mindset

2.   Live Responsibly: Foster Accountability

3. Refine Professionalism: Improve Critical Thinking

4. Refine Professionalism: Participate Collaboratively

5. 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 Microsoft OneDrive.
1.b. Explore saving various materials to USB, hard drive, and cloud-based storage.
1.c. Examine zipping and unzipping files.
1.d. Examine the importance of backing up folders and files.
1.e. Manage file properties.

2. Identify available applications for a solution to a business problem.

Assessment Strategies
2.1. Demonstration

Criteria

You will know you are successful when:

2.1. you compare available applications.
2.2. you decide on business use(s) for one application.
2.3. you present your findings.

Learning Objectives
2.a. Explore other Office 365 applications.
2.b. Use Microsoft Teams
2.c. Compare and contrast Office 365 suite to other application suites.
2.d. Examine other software applications used in business.
2.e. Examine resources for troubleshooting software questions.

3. Use Microsoft Outlook for managing email and calendar.

Learning Objectives
3.a. Explore email feature.
3.b. Demonstrate email etiquette as needed by industry or organization standards.
3.c. Investigate email safety.
3.d. Examine activities created using the calendar feature.
3.e. Create a virtual meeting invitation attaching a meeting agenda.

4. Use Microsoft Word to prepare business correspondence documents.

Assessment Strategies

4.1.   Written Product - Business Document

Learning Objectives

4.a.   Use a template.
4.b.   Insert a table.
4.c.   Apply formatting tools.
4.d.   Explore reviewing tools.
4.e.   Explore accessibility options.
4.f.   Edit a document.
4.g.   Investigate ways to distribute a report.

5.   Use Microsoft Excel to communicate business information.

Assessment Strategies

5.1.   Written Product - Spreadsheet

Learning Objectives

5.a.   Import text.
5.b.   Explore editing tools.
5.c.   Insert basic formulas and functions.
5.d.   Use IF function.
5.e.   Differentiate between relative and absolute references when copying/moving formulas or functions.
5.f.   Use data tables.
5.g.   Insert a chart.
5.h.   Use absolute and conditional formatting features.
5.i.   Investigate page set-up.
5.j.   -Investigate ways to distribute a report.

6.   Use Microsoft Word to prepare an integrated standard business report with Excel.

Learning Objectives

6.a.   Format a Word document to comply with standard business writing style.
6.b.   Insert headers, footers, and page numbers.
6.c.   Insert illustration tools.
6.d.   Use review tools.
6.e.   Integrate Excel information into a Word report.
6.f.   Explore Page Layout Options.
6.g.   Implement Internet and online library database to find credible resources for research.
6.h.   Utilize advanced search options to refine resource results.
6.i.   Explore copyright versus open sources for research.
6.j.   Cite sources using standard business practices.

7.   Use Microsoft PowerPoint to present a business project.

Assessment Strategies

7.1.   Presentation

Learning Objectives

7.a.   Explore design ideas including animations and transitions.
7.b.   Insert multimedia content into a presentation.
7.c.   Examine available add-ins for presentation.
7.d.   Incorporate Developer tools into presentation.
7.e.   Practice delivering a presentation to an audience.
7.f.   Investigate ways to distribute handouts.