

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

**PRACTICAL BUSINESS APPLICATIONS
(Introduction to Integrated Productivity Programs)**

(20 hours)

ITSW 1021

COURSE SYLLABUS

Course Description: Instruction in program parameters for component modules including word processing, database, and spreadsheets. Includes formatting, file functions, printing, screen formats, data manipulation, record selection, indexing, sorting, moving, and copying. Includes creating business letters, reports, invoices, and resumes.

Prerequisites: Introduction and Intermediate word processing, spreadsheet and database courses, or equivalent experience.

Objectives: Every student will be able to:

- Identify word processing, spreadsheet, and database terminology
- Demonstrate skills using word processing, spreadsheet, and database software.
- Create user friendly business templates
- Use Microsoft Office advanced built-in Utilities
- Save, open, print and manipulate files
- Move, copy and paste files or their parts
- Create business letters, reports, and invoices

Rationale: Business application professionals support mission-critical roles in the workplace, expertly using word processing tools, spreadsheets, databases, and presentation software in the business community. This course will enable students to efficiently use these applications.

Required Material: None

Type of Course: Short Course

Evaluation: Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

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Course Outline:

- I. Use Microsoft Word for creating and proper formatting of business documents 3 hours
 - a. Create and format business documents in Microsoft Word
 - b. Create business cover sheets in Microsoft Excel
 - c. Create and Modify reports in Microsoft Excel

- II. Create business word templates using Microsoft Word 4 hours
 - a. Opening and retrieve Microsoft Word templates
 - b. Saving Microsoft Word Templates
 - c. Changing Microsoft Word templates
 - d. Editing Microsoft Word templates

- III. Create business mail list and labels 3 hours
 - a. Create business mailing labels using Microsoft Word software
 - b. Creating a business mailing list in Microsoft Word and Excel
 - c. Create and save business labels in Microsoft Word and Excel

- IV. Updated Microsoft's Word, Excel, and PowerPoint business documents using the World Wide Web 3 hours
 - a. Create hyperlinks in Word documents
 - b. Create hyperlinks in Excel Worksheets
 - c. Create hyperlinks in Access
 - d. Create hyperlinks in PowerPoint

- V. Assess Microsoft's Excels predefined business templates 4 hours
 - a. Modify Invoice template using Office Excel 2000
 - b. Modify Assets template using Office Excel 2000
 - c. Modify Balance Sheet template using Office 2000

- VI. Object Linking and Embedding using Microsoft office 2000 application 3 hours
 - a. Create links between Microsoft Word and Excel
 - b. Create links between Excel and PowerPoint
 - c. Create links between Word and PowerPoint
 - d. Know how to edit and delete links in applications