

COURSE DESCRIPTION & OBJECTIVES

TECH APPS FOR HANDS-ONLINE LEARNING includes a variety of learning activities and projects that are interesting, engaging, and skills-rich that are designed to teach technology applications built around an entrepreneurial theme. Students will produce accounting, financial, marketing and presentation materials as well as other projects that are typically used in business and/or when starting a business venture. Projects are designed to develop skills in technology, communications, research, problem solving, decision making, teamwork and critical thinking.

The lessons included in the Word, Excel, and PowerPoint units may be used to support Microsoft Office certification preparation.

Tech Apps for **Hands-Online** Learning has been aligned to Common Career Technical Core Standards. It has also been aligned to the Career Readiness Framework, developed by Deloitte and VE that captures key competencies and skills employers seek and students need to succeed in business and which can be used with assessment tools to demonstrate, measure and communicate career readiness. A copy of the Career Readiness Framework is provided in VE's LMS.

Students who complete the course will:

- Manage computer files
- Use word processing, spreadsheet, and software to create business and personal documents.
- Use Google Docs, Google Sheets & Google Slides for collaboration.
- Explore careers.
- Develop planning, decision-making, technology, and critical-thinking skills when producing professional, real-world business documents.

UNIT I: ORIENTATION

Unit Objectives

In this this unit, students will:

- Discuss the goals of the program.
- Review the types of projects and activities in which they will be engaged and how they will be evaluated.
- Introduce VE’s LMS and lesson materials
- Discuss the responsibilities of digital citizenship
- Understand the rules and classroom procedures for using technology in the VE technology lab
- Organize and maintain digital files and folders
- Upload an assignment and/or portfolio work sample in VE’s LMS.

Lesson	Objectives
1.1 Introduction to Technology Applications for Business and the Entrepreneur	<ul style="list-style-type: none"> • Discuss the goals of the Technology Applications for Business class • Review the types of projects and activities in which students will be engaged and how they will be evaluated • Introduce VE’s LMS and access to lesson materials • Read and discuss contents of welcome folder
1.2 Responsibilities of Digital Citizenship	<ul style="list-style-type: none"> • Explain the responsibilities of digital citizenship • Explain the importance of maintain a positive digital footprint • List the strategies for developing a reputable digital footprint • Discuss the rules, responsibilities, and procedures for using technology in the class
1.3 Digital File Management	<ul style="list-style-type: none"> • Review best practices for organizing files and folders • Review the rules and classroom procedures for using technology in the VE technology lab • Explain the purpose and significance of digital portfolios • Upload an assignment and/or a portfolio work sample in VE’s LMS

UNIT II: USING WORD & GOOGLE DOCS

Unit Objectives

In this this unit, students will:

- Navigate and explore features of Word that are common to other programs in MSOffice.
- Use the features of Word to complete various business projects.
- Use Google Docs for collaboration

Lesson	Objectives
2.1 Apply Basic Editing and Formatting	<ul style="list-style-type: none"> • Start Word, explore the Word window, ribbon, toolbar and commands • Use spelling and grammar check • Apply basic editing and formatting to text <ul style="list-style-type: none"> • Move and copy text; show/hide codes • Change font attributes and text alignments; use symbols • Copy formats (Format Painter) • Use bullets and numbers to create and modify lists
2.2 Work with Objects: Text Boxes and Images	<ul style="list-style-type: none"> • Insert and format text boxes • Work with images (ClipArt, WordArt, Pictures) • Apply text wrap options • Use text boxes and images to enhance documents
2.3 Work with Objects: Lines, Shapes, and SmartArt	<ul style="list-style-type: none"> • Insert and format lines, shapes and SmartArt • Group and layer shapes • Use lines, shapes and SmartArt to enhance documents
2.4 Work with Templates	<ul style="list-style-type: none"> • Open and modify a template • Save in PDF format • Use templates for personal and business documents

2.5 Work with Tables

- Create, format and modify a table
- Apply table borders and shading
- Apply styles
- Rotate text within a table
- Merge and split cells
- Use QuickTables

2.6 Work with Text

- Set margins, page orientation, line and paragraph spacing
- Use AutoCorrect
- Create personal and business letters
- Use envelopes and labels

2.7 Use Basic Mail Merge

- Create and merge main and data source documents
- Merge labels with a data source document
- Use mail merge to mass produce letters and labels

2.8 Work with Columns

- Create columns
- Set custom column widths
- Create a section break
- Create a drop capital
- Use page borders and page colors
- Use columns to create newsletters

2.9 Use Headers/Footers, Page Numbers and Watermarks

- Insert headers, footers and page numbers
- Use watermarks
- Insert a page break
- Insert a cover page
- Work with multiple-page documents

2.10 Insert Citations and Create a Sources List

- Insert a citation
- Compare citation options: footnotes, endnotes and internal citations
- Distinguish between a Bibliography and Works Cited page
- Track changes and add comments
- Use Word Count
- Research, write and format a report with internal citations and a sources list

2.11 Use Google Docs

- Use various features of Google Docs to create, organize, and design a document.
- Share a document and set permissions to work collaboratively with others.

UNIT III: THE ENTREPRENEUR

Unit Objectives

In this this unit, students will:

- Identify the characteristics of successful entrepreneurs
- Compare the pros and cons of being an entrepreneur
- Write a profile of a successful entrepreneur
- Write and format research reports

Lesson	Objectives
3.1 Research Report: What Makes a Successful Entrepreneur?	<ul style="list-style-type: none">• Research and write a report about the common traits of an entrepreneur and the pros and cons of being an entrepreneur• Format the report to include citations and a works cited page
3.2 Research Report: Profile of a Successful Entrepreneur	<ul style="list-style-type: none">• Understand the wants, needs, and/or problems that businesses solve• Research and write a report about a famous entrepreneur• Format the report to include citations, a works cited page, and a cover page

UNIT IV: USING EXCEL, GOOGLE SHEETS & GOOGLE FORMS

Unit Objectives

In this this unit, students will:

- Use the basic features of Excel to complete various business projects
- Use Excel to analyze and solve problems
- Use Google Sheets for collaboration
- Use Google Forms

Lesson	Objectives
4.1 Introduction to Excel Basics	<ul style="list-style-type: none"> • Discuss the purpose of the Excel tool • Start Excel, explore the Excel window, ribbon, toolbar, and commands • Identify the command buttons that are the same in Word • Explore the Excel workbook • Explore worksheet elements • Navigate the worksheet • Organize survey data on a worksheet
4.2 Enter and Format Values, Dates and Labels	<ul style="list-style-type: none"> • Enter text, dates, and numbers • Select worksheet cells • Format cell data • Apply cell styles • Edit worksheet data • Clear cell contents • Delete rows and columns • Copy and move cell data • Use AutoFill • Create a sales invoice and timesheet
4.3 Use Formulas & Functions/Work with Templates	<ul style="list-style-type: none"> • Use basic formulas for addition, subtraction, multiplication, and Division • Use basic functions for SUM, MAX, MIN, AVG, and COUNT

	<ul style="list-style-type: none"> • Complete a business budget • Complete a sales record, sales journal and payroll register • Create an expense report using a template
4.4 Work with Charts and Objects	<ul style="list-style-type: none"> • Use charts to present data visually • Create column, line, bar and pie charts • Apply chart options • Chart sales, expenses and survey data
4.5 Sort and Filter Data	<ul style="list-style-type: none"> • Sort and filter data • Use sort and filter features to analyze worksheet data
4.6 Work with Logical Functions	<ul style="list-style-type: none"> • Merge, center and split cells • Use conditional logical functions in formulas
4.7 Use Google Sheets	<ul style="list-style-type: none"> • Use various features of Google Sheets to create, organize, and format data. • Share data files and set permissions to work collaboratively with others.
4.8 Use Google Forms	<ul style="list-style-type: none"> • Use features of Google Forms to collect and organize information

UNIT V: USING POWERPOINT & GOOGLE SLIDES

Unit Objectives

In this this unit, students will:

- Learn to use the basic features of PowerPoint to develop slide show presentations
- Plan and develop a presentation (create outline, write script, develop slides to support script)
- Enhance a presentation
- Edit and Format a presentation
- Use Google Slides for collaboration

5.1 Introduction to PowerPoint Basics

- Discuss the purpose of a slide presentation
- Start PowerPoint, explore the PowerPoint window, ribbon, toolbar and commands
- Change slide views
- Open and navigate through a presentation
- Create a new presentation
- Insert a new slide
- Explore slide layouts and themes

5.2 Create a Presentation

- Explore the process of developing a presentation
- Work with outlines
- Apply slide transitions
- Apply basic animations
- Work with note pages
- Cue a script
- Print a presentation
- Create an informative presentation

5.3 Enhance a Presentation

- Work with tables, charts, and SmartArt
- Work with slide masters
- Create a persuasive presentation

5.4 Edit and Format a Presentation

- Add, edit, delete and print comments
- Use handouts
- Add header/footer, page numbers
- Work with pen and annotations

5.5 Use Google Slides for Collaboration

- Use various features of Google Slides to create, organize, and design slides for a presentation
- Share a document and set permissions to work collaboratively with others

UNIT VI: EXPLORING CAREERS

Unit Objectives

In this this unit, students will:

- Explore different types of careers
- Identify sources to obtain information about careers
- Develop an awareness of personal abilities, skills, interests and values
- Match careers with educational goals and interests
- Identify roles and responsibilities in a company
- Create a personal brand

Lesson	Objectives
6.1 Matching Careers and Personality Types	<ul style="list-style-type: none"> • Explore a variety of careers • Identify sources to obtain information about careers • Match personality types to careers • Research careers and describe responsibilities, skills, education, training, salaries, and job outlooks for those careers
6.2 Building a Personal Brand; Searching for a Job	<ul style="list-style-type: none"> • Explore elements of a personal brand • Create a personal brand • Explore job-search sources • Use Linked-In to create a personal profile to support one's personal brand

UNIT VII: SIMULATION PROJECT

Unit Objectives

In this this unit, students will:

- Apply tools specific and document skills learned to three real business situations
- Use the concepts and skills learned in this course to produce each document/file in the project

Lesson

Objectives

7.1 Planning a Conference

- Conduct research, then prepare the necessary documents to plan a conference