





- e. Security issues
- f. Considerations for entrepreneurs
- 2. Operating Systems, Hardware, and Software
  - a. Different versions, pros/cons for each, typical for type of office/industry
  - b. File management and organization
- 3. Business Communication Tools:
  - a. Communicating and Scheduling:
  - b. Phone
  - c. Web-conferencing
  - d. Photo and video tools
- 4. Word processing:
  - a. Document creation, formatting, saving, editing
  - b. Use of templates for common office needs
- 5. Spreadsheets:
  - a. Spreadsheet creation, formatting, saving, editing
  - b. Use of templates for common office needs
  - c. Simple calculations and commonly used formulas
  - d. Graphs and charts
  - e. Pivot tables
- 6. Presentations
  - a. Creating, formatting, saving, editing
  - b. Incorporating interactive media
- 7. Business/Office use of social media:
  - a. Commonly used applications
  - b. Purpose and regular use/management
  - c. "Online presence"
- 8. Databases and Forms:
  - a. Purpose
  - b. Design guidelines
  - c. Reporting and analyzing data
- 9. Integrating software features
  - a. Software selection based on business need
  - b. Applying integration strategies
- 10. Management Information Systems, ERP Systems and Workplace-Oriented Productivity Applications:
  - a. Purpose
  - b. Current packages specific to various industries
  - c. Benefits and limitations
- 11. Cloud Computing Technologies
  - a. Applications
  - b. Storage

