Business Technology Education 22C
Computer Applications, Advanced

a learning guide
(1 credit)

Course designed by
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About the Author

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Joann has been employed by the Monroe County Community School Corporation for ten years. She has been teaching the business technology lab at Hoosier Hills Career Center and teaching computer applications classes for the Adult Education program.

In 2004 she was awarded the Franklin Initiative Educator of the Year Award. She has been a Business Professionals of America advisor for ten years and is a member of the executive board of the Business Professionals of America, Indiana Association. In addition, she is currently serving as the secretary for the Indiana Business Education Association (IBEA).
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Bulletin Request Form

Selling Your Textbooks
Welcome to Business Technology Education 22C: Computer Applications, Advanced. This course is all about what a computer can do for you and how you can use it as a tool in your personal and future professional life.

This course assumes that you are familiar with the most popular Microsoft Office programs: Word, Excel, and PowerPoint. (These programs were covered in Business Technology Education 21C: Computer Applications.) Your ability to use these programs is the foundation for learning the new software and more advanced skills we will be addressing in this course. Business Technology Education 22C introduces you to Microsoft Access and Outlook. You will also learn about additional features in Word and Excel. You will use the Internet throughout the entire course and discover how to conduct effective searches for the information you need.

Business Education 22C consists of using the Internet and Microsoft’s Word, Excel, Access, and Outlook in a professional business setting. Mastering the course material will provide you with essential computer skills as well as important business knowledge. These skills are the building blocks for a great future and a better career.
Throughout this course you will see how Microsoft Office can help the small business entrepreneur become a success. You will have the opportunity to come up with your own idea for a business, and perhaps you will take these skills to the next level and actually decide to go into business for yourself.

Required Materials and Textbook

You will need access to a computer with the ability to connect to the Internet. The computer should use Windows as its operating system and have Microsoft Office installed on it. The textbook we are using is written specifically for Office 2003. You will probably encounter few problems if you use the Windows operating system and the Office 2003 application software.

This course covers Microsoft Access, a database program. If you purchased the student version of Microsoft Office, Access was not included in that package, so you will need to arrange to either purchase the software or find a computer that has Microsoft Access installed on it.

Additionally, it is important that you have access to individuals or companies that can help you with any technical computer problems you may encounter. A knowledgeable friend or family member may be your best resource. Making use of the Help feature in Windows and all of the Microsoft application programs we use in this course will also be necessary as you complete this course independently. This course is not a troubleshooting course but an application course. If your printer stops working, locate the manual for assistance. If you have trouble accessing the Internet, contact your Internet service provider for help. If your computer does not work properly, contact the company for technical assistance. The bottom line is to have a resource person available when necessary. The focus of Business Technology Education 22C is software, not hardware.

In addition to the learning guide you are reading now, we will use the ShowMe! Microsoft Office 2003 book. (The same book used for Business Technology Education 21C.)
Course Organization

This course contains ten lessons, including two examinations. The lesson topics are as follows:

- **Lesson 1**: Microsoft Office and Small Business Research
- **Lesson 2**: Designing and Enhancing an Excel Worksheet
- **Lesson 3**: Creating an Access Database Table
- **Lesson 4**: Making Access Work for You
- **Lesson 5**: Tips for the Midterm Examination
- **Lesson 6**: Enhancing Access Information
- **Lesson 7**: Outlook for a Small Business
- **Lesson 8**: Marketing with Office
- **Lesson 9**: Integrating with Office 2003
- **Lesson 10**: Tips for the Final Examination

Lesson Structure

Use this learning guide as your blueprint for going through each lesson. It will tell you when to move to the readings and activities in the textbook and how to complete the assignments. The components listed below describe what you will be doing in each regular lesson.

**Objectives**

Each lesson in this learning guide begins with a set of objectives, outlining the lesson’s goals and giving you an idea of what you are about to learn.

**Terms to Know**

The key terms you need to know appear in boldfaced type throughout the lesson and the textbook. Knowing these terms for the midterm and final examinations is essential.

**Discussion**

The discussion is in the format of “Frequently Asked Questions” (FAQs), which will introduce you to the major concepts in the lesson. I will also give you extra hints that will be helpful when you go to complete the lesson’s activities. Read through the discussion in this learning guide before doing the textbook reading and the assignments.
Reading Assignment
The reading assignment tells you the pages you are responsible for in the Show Me! Microsoft Office 2003 book. The reading assignment gives you step-by-step instructions for completing specific tasks with the software. You can first read the steps in the book and later use it as a resource when completing the assignments. An even better strategy would be for you to try out these steps yourself, before you are required to apply them in the assignments. Be adventurous and experiment!

You can also view the animations that accompany the book to see exactly how various tasks are done. Information on accessing the book’s animations appears in lesson 1.

Applying Your Knowledge
The “Applying Your Knowledge” section of the lesson lists the required activities you are responsible for completing. You will receive a grade for each activity and for the lesson as a whole. In these projects you will apply what you’ve learned from the discussion and textbook. You will also find review questions, which you must complete and submit for grading. These questions are similar to the ones you will see on the exams—so be sure you know this material!

Be sure to save all of the computer files you create in this course. Each lesson builds on the previous lessons, and you will need all computer files you create to complete your final project.

Assignment Checklist
At the end of each lesson is a list of the assignments you are required to submit for the lesson. Make sure you go through this list before submitting the lesson for grading.

Grading Sheets
You will also find grading sheets at the end of each lesson. Each sheet tells you what your instructor is looking for in the assignment. These grading sheets are guides to scoring; they may not anticipate everything that can go wrong in an assignment, and you may lose points for errors that were not spelled out on the grading sheet. Nevertheless, the grading sheet is a good indication of what is required, so be sure to read it before you begin each assignment. Look over it again when you have completed the assignment to make sure you have included everything. You are required to submit these forms with your lessons.
Examinations

You will have a midterm examination and a final examination in this course. The midterm covers the material from lessons 1 through 4 and consists of multiple choice, true-false, fill in the blank, screen identifications, and short essay questions. The final exam has the same format and covers the material in lesson 6 through 9. Each exam is worth 25 percent of your final grade. For more information on how to prepare for the exams and for instructions on how to arrange to take the exams, see lessons 5 and 10.

Grading

The assignments you submit for a grade in lessons 1 through 4 and 6 through 9 are worth a total of 50 percent of your final grade. Each exam is worth 25 percent of your final grade. Grades will be assigned using the following scale:

- 93–100%  A
- 90–92%    A–
- 87–89%   B+
- 83–86%   B
- 80–82%  B–
- 77–79%  C+
- 73–76%  C
- 70–72%  C–
- 67–69%  D+
- 63–66%  D
- 60–62%  D–
- 0–59%   F

**Note:** To be in compliance with the Independent Study Program’s academic policies, the average of your the midterm and final exam grades must be a D– (60 percent) or better for you to pass the course. Even if your lesson grades are excellent, you will not pass the course unless you fulfill this requirement.
Plagiarism

As an educational institution, Indiana University puts learning first. We want you to learn, and we think you value learning as well. We also value honesty and trust. You have every right to expect fair exams, fair assignments, and fair grades. By the same token, your instructor expects the work you hand in to be your own. You are welcome to discuss this course with other students and teachers, but when it comes to writing your assignments, all the words should come straight from you, unless you are supporting your assertions with a properly cited quote.

Passing off someone else’s work as your own is plagiarism. As stated in Indiana University’s *Code of Student Rights, Responsibilities, and Conduct* (Art. III, § A.3), “A student must not adopt or reproduce ideas, words, or statements of another person without an appropriate acknowledgment. A student must give due credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

a. quotes another person’s actual words, either oral or written;

b. paraphrases another person’s words, either oral or written;

c. uses another person’s idea, opinion, or theory; or

d. borrows facts, statistics, or other illustrative material, unless the information is common knowledge.”

We take plagiarism very seriously. If you are caught plagiarizing, you could receive an F for the whole course.

So how can you avoid plagiarizing? When is it appropriate to cite your sources, and how should you cite them? The answer’s simple. Ask your instructor. If you’re unsure whether you’ve cited your sources appropriately, call or e-mail your instructor before you submit your assignment. Not only will you get answers to your questions, you’ll reap the fruit of honesty: trust.
Contacting Your Instructor

With each lesson you are required to submit an assignment cover sheet. Every assignment cover sheet has a space for your questions and comments; you are strongly encouraged to use this space. If problems arise between assignments, you can write to your instructor at the Independent Study Program. Many instructors can be contacted via e-mail or reached by telephone during established office hours. To learn your instructor’s e-mail address and/or office hours, please refer to the contact information on the back cover of this learning guide.