

- 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

