

BT-1600: SPECIALIZED BUSINESS DOCUMENT SOFTWARE

Cuyahoga Community College

Viewing: BT-1600 : Specialized Business Document Software

Board of Trustees:

2018-01-25

Academic Term:

2018-08-27

Subject Code

BT - Business Technology

Course Number:

1600

Title:

Specialized Business Document Software

Catalog Description:

Hands-on implementation of current industry software for specialized business documents including electronic forms and diagrams.

Credit Hour(s):

2

Lecture Hour(s):

1

Lab Hour(s):

2

Requisites

Prerequisite and Corequisite

None.

Outcomes

Course Outcome(s):

Determine appropriate software in order to complete business document projects external to word processing.

Objective(s):

1. Evaluate features of business software applications in order to determine which will fulfill the objectives for a specific business workplace project.
2. Research and explore cloud-based applications in order to determine and compare features against non-cloud standardized business software applications

Course Outcome(s):

Apply basic knowledge of diagramming software when working in an office or professional environment.

Objective(s):

1. Create organizational charts
2. Create organizational charts from templates.
3. Create flowcharts.
4. Apply styles and formats to diagrams.
5. Apply grouping features in order to create diagrams.

Course Outcome(s):

Demonstrate proficiency in creating electronic business diagrams.

Objective(s):

1. Create organizational charts
2. Use software application features to create routine and advanced organizational charts.
3. Export completed organizational charts to presentation software slides and other software applications.

Course Outcome(s):

Demonstrate proficiency in creating electronic forms with specialized document software.

Objective(s):

1. Create textboxes in electronic forms.
2. Create checkmark boxes and radio buttons in electronic forms.
3. Create drop-down boxes in electronic forms.
4. Apply data validation techniques to control integrity of electronic form fields.
5. Implement content collecting techniques for electronic forms.
6. Apply techniques to process the data that is collected from electronic forms.

Course Outcome(s):

Demonstrate efficiency in creating collaborative form documents.

Objective(s):

1. Share diagrams with other users in a collaborative environment.
2. Edit shared diagrams.

Course Outcome(s):

Demonstrate proficiency creating PDF documents.

Objective(s):

1. Save files from various applications into PDF format.
2. Sign and edit PDF documents.

Course Outcome(s):

Demonstrate efficiency designing and creating templates in specialized business document software.

Objective(s):

1. Save an existing flowchart, organization chart or other diagram to a template.
2. Create customized templates.

Methods of Evaluation:

1. Lab projects
2. Weekly assignments
3. Objective exams
4. Lab-based exams
5. Capstone project

Course Content Outline:

- A. PDF Files
 1. Create and sign PDF files
 2. Save files as PDF file type format from various software applications
 3. Secure PDF files to prevent unauthorized changes
 4. Print PDF files
 5. Represent multiple languages within a PDF file
 6. Establish zoom settings to PDF documents
 7. Share PDF files within collaborative environments
- B. Electronic form design from Word to PDF documents
 1. Design and build electronic forms for interactivity
 2. Apply software settings to create customized electronic forms
 3. Edit and share electronic forms
- C. Text-boxes in forms

1. Integrate text-box form control
2. Set options for text-box form controls
- D. Checkmark options in forms
 1. Establish checkmark form controls
 2. Customize controls of checkmark form controls
- E. Radio buttons in forms
 1. Build forms with radio button options
 2. Customize settings for radio buttons
- F. Data validation in forms
 1. Secure integrity with form controls by applying data validation
 2. Customize data validation options
- G. Drop-down boxes in forms
 1. Integrate drop-down boxes within electronic forms
 2. Apply custom settings for drop-down boxes
- H. Error detection
 1. Apply settings to check for user input errors
 2. Customize settings to determine actions for errors
- I. Collecting content from completed forms
 1. Determine appropriate software for form data collection
 2. Evaluate PDF portfolio
 3. Apply options within the form to establish data collection methods
- J. Processing completed form content
 1. Apply filters to form collected data
 2. Calculate numeric fields
- K. Diagram creation
 1. Open existing diagrams for editing
 2. Create a new diagram from a template
 3. Position shapes with the diagram
- L. Organizational chart creation
 1. Build an organizational chart through a wizard
 2. Build an organizational chart manually
 3. Utilize existing data to build an organizational chart
 4. Customize layout options
 5. Import images with the organizational chart
- M. Connectors
 1. Create shapes by implementing connector features
 2. Apply the AutoConnect feature to individual shapes
- N. Grouping of content items
 1. Apply group settings in order to manage content items
 2. Select and unselect grouped content items
- O. Exporting objects to external applications
 1. View diagrams with web browsers
 2. Coauthor diagrams
 3. Collaborate on diagrams
- P. Flowcharts
 1. Implement AutoConnect and QuickShapes features to create flowcharts
 2. Validate flowchart diagrams
 3. Create flowcharts from templates
- Q. Hyperlinks
 1. Implement hyperlinks within forms
 2. Implement hyperlinks with diagrams
 3. Edit hyperlinks
 4. Test hyperlinks
- R. Styles, color and formats
 1. Apply styles to forms
 2. Apply styles to diagrams
 3. Customize color in forms and diagrams
 4. Select theme options
 5. Customize an existing theme
 6. Apply customized theme
- S. Collaboration with business specialized software documents
 1. Share diagrams within cloud sharing applications
 2. Share PDF documents within cloud applications
 3. Collaborate and revise documents

4. Control sharing options for documents

T. Containers, lists and callouts

1. Incorporate callouts within diagrams
2. Customize callouts
3. Relocate callouts
4. Control sizing of containers
5. Add shapes to lists
6. Format and size lists

U. Network diagrams

1. Publish diagrams
2. Collaborate to revise diagrams over an intranet

V. Templates

1. Create diagrams from software templates
2. Create a template from an existing diagram
3. Revise an existing template

Resources

David Parker. *Mastering Data Visualization With Microsoft Visio Professional 2016*. 1st. Birmingham:Packt Publishing, 2016.

Lisa Fridsma, Brie Gyncild. (2015) *Adobe Acrobat DC Classroom in a Book*, San Francisco:Peachpit Press.

Scott Helmers. (ts '2015-12-04 00:00:00') *Microsoft Visio 2016 Step By Step*,

Resources Other

Online tutorials.

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