

## IT 100 Class Project Specifications

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### Project Description

Each student will prepare a set of files using various specified popular office software tools. The student may use either Microsoft Office or OpenOffice tools to complete this project.

The student will create a theoretical home business of their choice. The business may be real or fictional. The business should have:

- Name
- Logo
- Address
- Phone
- Fax
- A customer rolodex ("contact list")
- Email
- Website
- A description of the products / services provided
- A list of vendors/suppliers (may be real or fictional)
- A purpose statement
- A "slogan" for marketing (e.g. "Pork: The Other White Meat")

This business will have a number of needs for the technology we have studied this semester in IT 100. Your job will be to complete four basic requirements to get your business off the ground. This project is worth 30% of your end-of-the-semester grade in this class.

### Project Requirements

#### >>| **Company Letterhead and Advertising Materials**

Using a wordprocessor, create: (1) your company's letterhead, complete with your business logo, name, contact info, and memorable slogan. (2) A fax to one of your vendors with a cover page with your monthly order. (3) An advertising flyer to be distributed highlighting a sale your company is planning to run in the next week.

#### >>| **Company Balance Sheet**

Using spreadsheet software, create: (1) your company's balance sheet for the month of January, detailing your income, expenses, and profit margin. Be sure to include your company name, logo, and all other pertinent information so that you can print and distribute this report to your financial department or stockholders. Points awarded for professional appearance. (2) Create two more scenarios in your spreadsheet and project what your profit will be if you double your income in the month of February and what your profit would be if you experience a decline in March of half of your income.

#### >>| **Company Rolodex**

Using database software, create a simple table including at least 10 customers and their information your business will need to keep in contact with them. Be sure to include fields for their account numbers, email, home phones, cell phones, and addresses. Print the table using your database software.

#### >>| **Company Business Model Presentation**

Using presentation software, create a simple presentation including at least 12 slides outlining how your business works—that is, how your company advertises, who are your customers, who are your suppliers, how you charge your customers, how you intend to grow your business over the next fiscal period, etc... You may be as creative as you like—in fact, creativity will be awarded additional points for interesting and innovative concepts. Be sure to include your company's name, logo, and slogan and that your presentation has a unified "theme".

## **Project Deliverables**

When the project is complete, please print out your project completely, affix a cover page with your name, course title and number, date submitted, and your instructor's name on it. This hard copy will be evaluated for completion, creativity, professional appearance, and correctness.

In addition, attach all digital copies of your files into **ONE EMAIL** to me, and indicate in the subject line that it is your final class project. I will accept only the first email you send to me so be sure that it is ready to hand-in the first time.

## **Project Deadline**

Just like in the real-world, submitting the project on-time is absolutely critical. The final deadline for the project to be submitted is \_\_\_\_\_. I will not accept any projects after this deadline and the student will receive a grade of ZERO (0).