**CIS125 Introduction to Software Applications**

**Winter 2020**

**Final Project**

***Before you start, please:***

1. Insert the CIS125 class USB Thumb drive
2. On the USB root folder/directory, create the ***CIS125*** folder (unless the folder already exists)
3. Under ***CIS125***, create ***Final Project*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CIS125\Final Project*** to store all Final Project files

**Total Points: 100**

**INTEGRATION PROJECT - BUSINESS PLAN**

You are starting your own business and need to use all your computer skills to create a plan to convince the banker to lend you the startup money. Do each of the following, making sure to check-off each item as you finish.

**Task 1: Word 2016 (24 pts)**

 BUSINESS NAME AND CONCEPT

Make up a business, name, and concept. Describe what goods/services you’ll offer and why you think it will make money. This will be a paragraph long and will end up being your intro paragraph in your MLA report. This will be included in your mail merge letter.

 RESEARCH

Use the internet to find information on at least 5 different sources (websites) that will help you setup, get information, and make contacts for your company. **Hints: You definitely want to know who your competition is, how they market their product, what prices they charge, etc.(This will become your works cited on the MLA report so get all needed information now.)**

 LOGO AND LETTERHEAD Template

Create a logo or letterhead template for your business using SmartArt, WordArt, Themes and Styles. The template will be used for your mail merge letter. Be creative but professional. These are to be of your own design. You may not use design templates or wizards so use “blank page” and start from scratch.

***Hints: A logo is generally under 2 inches square and a letterhead should all be within 1 ½ inches from the top edge of the paper.***

 REPORT

For your investors you need to write a 2 to 3 pages MLA style report including the following:

1. Cover Letter with business name, Team Member’s names (with logo included)

2. An explanation of your company concept and slogan. (what’s your idea behind it?)

3. Your marketing plans. (What will you do to get “known”? Radio? TV? Yellowpages?)

4. What computer skills do you have that will contribute to your success?

5. Your financial expectations (include into the report) the startup and operating spreadsheet from below

6. Use a table in your report to display your products, pricing and inventory. Include a merged row at the top for a title and format it so it looks professional in your report. List at least 6 products or services in this table.

7. Use your web research sites as “Works Cited” as the last page.

8. Create Mail Merge letter to send to investors/banks. The Mail Merge letters will be sent with the report. Make up fictional names and contact information for the investors/banks. The letter should state the purpose of the business and to convince the bank to loan money to the business.

**Task 2: Excel 2016 (34 pts)**

 PROJECTED STARTUP AND OPERATING SPREADSHEET

Estimate your incomes (how much you plan on making monthly) and expenses (show all the monthly costs involved in producing the product) for the first six months of the year (Jan to June) Think of all the things you will spend money on like advertising, utilities, labor, office supplies, etc. There are should be at least 10 expenses if you think about it. (Hint: Listing your six months across the top as column headings will make it fit on one page easiest) Include:

 list all projected expenses and incomes by month

 total all categories

 calculate net profit or loss by subtracting total expenses from total income

 format to look professional (align decimals, use lines, shading, fonts, colors, etc)

 Include a merged title

 Fit everything concisely on one page, so it will paste to a PowerPoint slide easily, with a header.

**Task 3: Access 2016 (29 pts)**

 ACCESS DATABASE

Create a database that will serve as a potential customer survey. It should ask the potential customer for 7 pieces of information (fields) that could be used to gather and analyze data for your product and/or company. (Hint: keep the field names short so they will fit on the report easier). Include at least 6 records entered through forms. Generate a report that shows the result of your survey.

**Task 4: PowerPoint 2016 (13 pts)**

 POWERPOINT PRESENTATION

Develop a presentation that you might show to an investment banker to convince them that you should be loaned as much money as you need. Include all the components above in the presentation. Include custom animation and slide transitions with timing. Yep, there will be at least 8 slides. (Title Slide (Business Name and Logo), Business Concept, Marketing Plans, Computer Skills, Financial Expectations (Excel 2016), Table (Products, Pricing and Inventory), Survey and Survey Report, Future plans/growth). **Present on scheduled Final Exam day.**

**Before you submit the Final Project:**

1) – Check for spelling/grammar errors of each tasks.

2) – Put the above items into a folder labeled FinalProject\_Company Name (Team’s company name) to be presented to the bank (or investors). **Only one responsible team member needs to submit folder in Moodle (make sure all team members name is on the cover page of the report)**

**Project Deliverables:**

**Task 1: Word2016**

**2 Documents**

1. **Letterhead Template with Logo and Mail Merge Letter**
2. **2-3 pages MLA style Report with cover letter**

**Task 2: Excel 2016**

**One Document**

1. **Project Startup and Operating**

**Task 3: Access 2016**

1. **Database Survey with Report**

**Task 4: PowerPoint Presentation**

1. **PowerPoint Slides**