Business Technology 11

Unifying Concepts

As a result of their learning experiences in Business Technology 11, students will

A.   develop a basic proficiency in touch keyboarding
B.   integrate touch keyboarding skills with skills in document processing and design
C.   create spreadsheets to manage data
D.   apply the principles and practices of desktop publishing to design and produce documents
E.   become confident and purposeful users of technology

Specific Curriculum Outcomes

Students will be expected to

Module 1: Touch Keyboarding (15–20 hours)

1.1   demonstrate correct touch-system technique
1.2   set up and organize workstations safely and efficiently
1.3   develop keyboarding speed and accuracy

Module 2: Document Processing (35–40 hours)

2.1   apply formatting skills to a range of workplace documents
2.2   use the keyboard to compose and format text for a range of personal and workplace purposes
2.3   integrate data from multiple files to create an original document

Module 3: Spreadsheets (20 hours)

3.1   identify the purpose, characteristics, and terminology associated with the use of spreadsheet application software
3.2   manipulate data using spreadsheet software to solve problems
3.3   use mathematical features of spreadsheet software to manage data
3.4   produce functional, informative, and effectively formatted charts to present a range of workplace data
3.5   create and format spreadsheets to solve a range of workplace problems

Module 4: Desktop Publishing (35 hours)

4.1   identify the purpose, characteristics, and terminology associated with the use of desktop publishing software
4.2   demonstrate an understanding of copyright and intellectual property laws
4.3   use desktop publishing software features to enhance publications
4.4   design and create a variety of print and on-line publications for specific purposes and audiences using desktop publishing software

Module 5: Business Technology Fundamentals (5 hours)

5.1   use hardware and software terminology and features
5.2   access and use information responsibly and ethically
5.3   investigate career opportunities related to information technology
5.4   acquire employability skills and attitudes needed for life and work experiences
5.5   develop and maintain a LifeWork Portfolio
5.6   manage common hardware and software processes, files, and basic workstation procedures