**Area of Learning: Applied Design, Skills, and Technologies —
Business Computer Applications Grade 12**

**BIG IDEAS**

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| Services and products can be designed through consultation and collaboration. |  | Business creates opportunities to enable change. |  | Tools and **technologies** can be adapted for specific purposes. |

**Learning Standards**

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| **Curricular Competencies** | **Content** |
| *Students are expected to be able to do the following:*Applied Design* Conduct **research** to determine the product best suited to the application
* Choose a direction and **point of view** for the task at hand
* **Identify** potential users, intended impact, and possible unintended negative consequences
* Make decisions about **premises and** **boundaries** that define the task at hand
* Identify **gaps to explore** options with the goal of enhancing the potential of the product
* Generate ideas, individually and collaboratively, to contribute to the creation of a business product
* Prioritize ideas for drafting a sample product for the task
* Identify, critique, and use a variety of sources of inspiration and information
* Outline and design a **draft approach** based on research, premises, and boundaries
* Create and use complex business applications to support business and client needs
* **Record and track** iterations of work generated
 | *Students are expected to know the following:** **computer peripherals**
* basic operating systems and software operations on multiple platforms
* industry-standard **business application** software
* **efficient** integration of multiple software **components** within all aspects of business application suites
* business approach to creating and formatting **documents** and using custom tools for enhancement, including:
	+ e-mail protocol and etiquette
	+ header, footer, table of contents, mail merge, font, word art, text box
	+ business protocol, formality, and tone in business documents and applications
	+ formulas and functions in a spreadsheet
	+ design, creation, and manipulation of **databases and database objects**
	+ calendar scheduling, viewing, and syncing, including resource scheduling in shared calendars
	+ narration, custom animations, and effects in presentation software
	+ notetaking and note-management software
	+ brochures, flyers, calendars, publications, and other business communications
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**Area of Learning: Applied Design, Skills, and Technologies —
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**Learning Standards (continued)**

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| **Curricular Competencies** | **Content** |
| * Obtain and evaluate critical feedback from multiple **sources**, both initially and over time
* Based on feedback received and evaluated, make changes to business application products or processes as needed
* Engage in problem-solving practices by applying appropriate skillsto discover optimal solution(s) based on prevailing circumstances
* Identify tools, technologies, materials, processes, and time needed for development and implementation
* Use **project management processes** when working individually or collaboratively to create processes or products
* Share progress to increase feedback and collaboration
* Create projects that use integrated business software applications
* Critically evaluate their ability to work effectively, both individually and collaboratively

Applied Skills* Choose an **appropriate form, scale, and level of detail** for communicating outcomes in a clear and concise manner
* Identify and critically assess skills needed related to current or projected tasks, and **develop specific plans** to learn or refine skills over time
* Evaluate **safety issues** for themselves, co-workers, and users in both physical and digital environments
* Evaluate and apply a framework for problem solving
 | * **meeting protocol and etiquette**
* **file management** techniques
* cloud-based computing and work applications
* **interpersonal and public relations skills** to promote products or services and to interact with potential customers/clients
* industry best practices
* career options and opportunities in various business sectors
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**Area of Learning: Applied Design, Skills, and Technologies —
Business Compute Applications Grade 12**

**Learning Standards (continued)**

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| **Curricular Competencies** | **Content** |
| Applied Technologies* Explore existing, new, and emerging tools, technologies, and systems and evaluate their suitability for the task at hand
* Evaluate impacts, including unintended negative consequences, of choices made about technology use
* Analyze the role and personal, interpersonal, social, and environmental impacts of technologies in societal change
* Identify appropriate tools, technologies, materials, processes, and time needed for production, and where/how these could be made available
* Use tools and technologies for efficiency
* Use business productivity software to manipulate data and find solutions to business problems
* Resolve simple problems that may be encountered while using a computer and undertake basic troubleshooting
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|  **APPLIED DESIGN, SKILLS, AND TECHNOLOGIES – Business Computer ApplicationsBig Ideas – Elaborations Grade 12** |
| * **technologies:** tools that extend human capabilities
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|  **APPLIED DESIGN, SKILLS, AND TECHNOLOGIES – Business Computer ApplicationsCurricular Competencies – Elaborations Grade 12** |
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| * **research:** for example, of the business requirements, including formats, timelines, deliverables, and audience
* **point of view:** for example, what shape will the document/spreadsheet/presentation/database take?
* **Identify:** for example, document the recipients, establish information transfer protocols
* **premises and boundaries:** for example, platform-based or cloud-based; security requirements
* **gaps to explore:** for example, how the business application can be creatively developed to best suit the recipient/client; positives/negatives of stand-alone applications versus networked/web-based
* **draft approach:** for example, the data and features to be included in the business application being created
* **Record and track:** for example, track versions, back up data, track edits
* **sources:** for example, those who can provide feedback that will support the development of a better-designed business application
* **project management processes:** setting goals, planning, organizing, constructing, monitoring, and leading during execution
* **appropriate form, scale, and level of detail:** present the ideas developed after looking at best practices, and make the presentation succinct
* **develop specific plans:** for example, explore opportunities and options for professional development and certification
* **safety issues:** for example, viruses, phishing, privacy (digital); ergonomics, lifting, repetitive stress injuries (physical)
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|  **APPLIED DESIGN, SKILLS, AND TECHNOLOGIES – Business Computer ApplicationsContent – Elaborations Grade 12** |
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| * **computer peripherals:** input/output, mouse, scanner, printer/fax/copier, alternative input devices such as virtual keyboard, stylus, tablet
* **business application:** for example, word processing, spreadsheets, digital presentation software suites, databases, digital printing
* **efficient:** fast data processing, easy information retrieval
* **components:** for example, spreadsheets, text documents, calendars, databases
* **documents:** for example, business letters, research documents, flyers, spreadsheets, tables, graphs, charts, posters
* **databases and database objects:** for example, tables, fields, records, views, queries, forms, reports
* **meeting protocol and etiquette:** for example, organizing and conducting a meeting, creating an agenda, gathering input, determining intended outcomes, facilitating consensus, taking minutes, publishing minutes
* **file management:** manipulating electronic files and folders in local, networked, and cloud-based environments
* **interpersonal and public relations skills:** for example, professional communications, collaboration, follow-ups, and courtesies; technological or visual supports to accompany marketing or demonstrations at meetings and conferences; social media and networking
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