**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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**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 skills to 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 |

**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 Applications Big Ideas – Elaborations Grade 12** |
| * **technologies:** tools that extend human capabilities |

| **APPLIED DESIGN, SKILLS, AND TECHNOLOGIES – Business Computer Applications Curricular 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) |

| **APPLIED DESIGN, SKILLS, AND TECHNOLOGIES – Business Computer Applications Content – 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 |