Business Technology 12

Outcomes

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Unifying Concepts

As a result of their learning experiences in Business Technology 12, students will be expected to

1. extend and apply their skills in document processing and desktop-publishing design
2. extend and apply their skills in creating and using spreadsheets to manage data and solve problems
3. use presentation software effectively and efficiently to organize and present ideas
4. create and manipulate data using a database management system
5. integrate software and explore and evaluate websites
6. explore the capabilities and limitations of current and emerging technologies

Specific Curriculum Outcomes

Students will be expected to

Module 1: Advanced Document Processing / Desktop Publishing (25–30 hours)

1.1   create professional looking documents using basic and advanced software features
1.2   develop and demonstrate desktop-publishing skills by applying advanced software features

Module 2: Advanced Spreadsheet Applications (20–25 hours)

2.1   review the purpose, characteristics, and terminology associated with the use of spreadsheet application software
2.2   demonstrate an understanding of advanced spreadsheet concepts
2.3   create and format advanced charts to display information effectively

Module 3: Presentation Software (10–15 hours)

3.1   identify the purpose, characteristics, and terminology associated with the use of presentation software
3.2   create, format, and edit slide presentations
3.3   enhance presentations using advanced features

Module 4: Database Management Systems (20–25 hours)

4.1   identify the purpose, characteristics, and terminology associated with the use of database management systems
4.2   design and create database tables, forms, queries, and reports
4.3   retrieve and manipulate data to solve problems

Module 5: Software Integration and Website Exploration/Evaluation (20 hours)

5.1   integrate word processing, spreadsheet, database, and presentation software to solve a variety of business simulations or case studies
5.2   explore the principles of effective website design
5.3   explore and analyze content credibility of websites

Module 6: Careers in Accounting

6.1   explore practices used to protect computer data
6.2   investigate practices used to protect personal online identity
6.3   research emerging technologies