

Business Technology 12

Outcomes

Website References

Website references contained within this document are provided solely as a convenience and do not constitute an endorsement by the Department of Education of the content, policies, or products of the referenced website. The department does not control the referenced websites and subsequent links, and is not responsible for the accuracy, legality, or content of those websites. Referenced website content may change without notice.

Regional Education Centres and educators are required under the Department's Public School Programs Network Access and Use Policy to preview and evaluate sites before recommending them for student use. If an outdated or inappropriate site is found, please report it to <curriculum@novascotia.ca>.

Business Technology 12

© Crown copyright, Province of Nova Scotia, 2015, 2019

Prepared by the Department of Education and Early Childhood Development

This is the most recent version of the current curriculum materials as used by teachers in Nova Scotia.

The contents of this publication may be reproduced in part provided the intended use is for non-commercial purposes and full acknowledgment is given to the Nova Scotia Department of Education.

Business Technology 12

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