Business Computer Application 12

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What are the **Big Ideas** in Business Computer Applications 12?

💡 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.

Hello, and welcome to Business Computer Applications 12. In the coming semester, we will be exploring these Big Ideas together and gaining the **Core Competencies** of:

💬 Generate ideas and add to others' ideas to create possibilities, and prioritize them for prototyping.

💬 Critically analyze how competing social, ethical, and sustainability considerations impact design.

💬 Assess ability to work effectively both as individuals and collaboratively while implementing project management processes.

💬 Analyze the role technologies play in societal change.

💬 Examine how cultural beliefs, values, and ethical positions affect the development and use of technologies.

Classroom Expectation

👍 Regular attendance is mandatory. Please come to the class on time.

👍 If you are going to miss class, please talk to me ahead of time.
For sudden illness or emergency, please email me at your earlier convenience.

👍 Assignments are due at the beginning of the class on the due date.
Late assignments may result in penalties.

👍 You will be working with other students in different experiments and projects.
You might start with the same data or observation, but you will still have to do individual work in your own words.
Copying will result in no mark on the assignment.

👍 Respect your teacher and classmates by not using your cellphone in class.

Assessment

The process of your learning will be evaluated in various ways.

100% Assignments

Week	Unit	Big Ideas
1 – 2	1. Keyboarding	💡 Tools and technologies can be adapted for specific purposes.
2 – 4	2. Word Processing	💡 Services and products can be designed through consultation and collaboration. 💡 Tools and technologies can be adapted for specific purposes.
5 – 7	3. Spreadsheets	💡 Services and products can be designed through consultation and collaboration. 💡 Tools and technologies can be adapted for specific purposes.
8 – 11	4. Digital Presentation	💡 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.
12 – 14	5. Databases	💡 Services and products can be designed through consultation and collaboration. 💡 Tools and technologies can be adapted for specific purposes.