



Course: Business Computer Applications 12 :

Course Description:

Welcome to Business Computer Applications 12! We are going to learn and use different business applications that are integral to various businesses.

Students are expected to be able to do the following:

- Generate ideas, individually and collaboratively, to contribute to the creation of a business product
- Outline and design a draft approach based on research, premises, and boundaries
- Based on feedback received and evaluated, make changes to business application products or processes as needed
- Obtain and evaluate critical feedback from multiple sources, both initially and over time
- 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

Big Ideas: By the end of this course, students will understand:

- 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

Core Competencies:

Communication

- Students engage in informal and structured conversations in which they listen, contribute, develop understanding and relationships, and learn to consider diverse perspectives.
- They inquire into topics of interest and topics related to their studies. They acquire information from a variety of sources, including people, print materials, and media; this may involve listening, viewing, or reading, and requires understanding of how to interpret information.

Thinking

- Students have opportunities for analysis and critique through engagement in formal tasks, informal tasks, and ongoing activities.
- Students think critically to develop ideas. Their ideas may lead to the designing of products or methods or the development of performances and representations in response to problems, events, issues, and needs. They work with clear purpose and consider the potential uses or audiences of their work.

Creative

- Students may generate creative ideas through free play, engagement with other's ideas, or consideration of a problem or constraint, and/or because of their interests and passions.



Critical

- Analyze and evaluate facts, information, ideas and solutions and draw conclusions
- Explore questions or challenges related to key issues or needs in my studies, my life or the media
- Create, develop, and refine a plan in response to my questions or challenges

Personal & Social

- Students develop awareness of and take responsibility for their social, physical, and natural environments by working independently and collaboratively for the benefit of others, communities, and the environment. They are aware of the impact of their decisions, actions, and footprints. They advocate for and act to bring about positive change.

Assessment:

Formative 30%:

Participation

Conferences

Quizzes

Summative 70%:

Projects

Presentations

Tests

Assignments

With respects to the First People's Principles of Learning, students may be alternatively assessed in ways that people can display knowledge and subject mastery. The alternative assessment can be storytelling, art or other expressions of self, knowing and learning.

First Peoples Principles of Learning:

Learning ultimately supports the well-being of the self, the family, the community, the land, the spirits, and the ancestors.

Learning is holistic, reflexive, reflective, experiential, and relational (focused on connectedness, on reciprocal relationships, and a sense of place).

Expectations:

Attendance in the classroom is mandatory. Students are expected to use their electronics responsibly, speak English, and participate in daily activities. Students will take an active role by discussing, doing work, working in partners or groups, and taking notes. Students are responsible for any missed assignments.

Week	Unit	Assignments
1 – 14	Keyboarding	<ul style="list-style-type: none">• Keyboarding quizzes



		<ul style="list-style-type: none">• Keyboarding test
1 – 4	Spreadsheets (Excel)	<ul style="list-style-type: none">• Assignments 1.1-1.8• Survey using Charts Test• Assignment to reproduce a personal budget worksheet and chart• Unit Test
5 – 7	Word Processing (Word)	<ul style="list-style-type: none">• Assignment to reproduce an advertising poster• Assignment to produce a poster using the material provided using a variety of word process techniques• Assignment to reproduce a cover letter• Assignment to produce a business document using a variety of word process techniques
8 – 11	Digital Presentation	<ul style="list-style-type: none">• Assignment to reproduce a product presentation• Assignment to produce a presentation of a business computer application not covered in the course• Oral presentation of the business computer application of interest• Self-reflection on the learning experience from the presentation project
12 – 14	Databases	<ul style="list-style-type: none">• Assignment to reproduce a data base of customer information• Assignment to use a data base of customer information to search and filter a variety of target group• Determine the information needed to be collected for building a database specific to student's target bus