



Business Computer Applications 12

Introduction

Business Computer Applications is an Applied Design, Skills and Technologies course (ADST). The course is designed to give students competent skills necessary to be successful in a modern working environment.

The Big Ideas in this course include:

- Services and products can be designed through consultation and collaboration.
- Business creates opportunities to enable change.
- Tools and Technology can be adapted for specific purposes

While the content of the course will cover the technology, office software, and skills acquisition components of the curriculum, the projects presented in the course will be designed to promote the big ideas.

Topics

The course is divided into six units as follows:

1. Course Introduction and Initial Assignments
 - a. Technology readiness and critical skills for the workplace
2. Computer & Computing Basics
 - a. Operating Systems
3. File & Data Management
 - a. Naming files and folders
 - b. Folder structures for individual and shared drives
 - c. Planned deletion (data size management)
 - d. Compression and file sharing
4. Using Office Suites
 - a. Word processing
 - b. Presentation creation
 - c. Data processing
 - d. Introduction to databases
5. Business Essentials
 - a. Email and writing etiquette
 - b. Meeting rules and identification of project roles and responsibilities
 - c. Selecting appropriate scale for project completions
 - d. Develop specific plans for completion of tasks, personal growth and project roles
6. Capstone Project
 - a. Students will create a proposal

- b. Project is student interest area driven

Assessment

Grades in this course will be generated through student engagement in projects, self-assessment of skills and learning needs, and other practical tasks. Please see the gradebook for specific breakdown of course assignments and their impact on the course grade.

Resources

Canvas Website: nlps.instructure.com

Prescribed Learning Outcomes:

<https://curriculum.gov.bc.ca/curriculum/adst/12/business-computer-applications>

Jupiter Grades: Mark update and assignment feedback at
<https://login.jupitered.com>

School Website: <https://ic.schools.sd68.bc.ca/>

Attendance

Please be aware that Island Connect K -12 does not have a general attendance requirement. However, it is in your best interests to make a habit of checking in with your teacher at least once a week – submitting assignments, face to face, by email, or phone. Please contact the teacher if you have any questions or concerns.

Completion Timeline Expectations

Successful learners typically finish within four months of initial enrollment in this course. If you are inactive for more than a few weeks, the teacher may ask you to withdraw.