

SYDNEY ACADEMY - JOHN FRASER

Business Technology 11



49 Terrace Street

Sydney, Nova Scotia B1P 2L4

Phone: 902-562-5464 Fax: 902-564-4472

E-Mail: jofraser@staff.ednet.ns.ca Website: sacademy.cbv.ns.ca

BUSINESS TECHNOLOGY 11 COURSE OUTLINE

Teacher: John Fraser

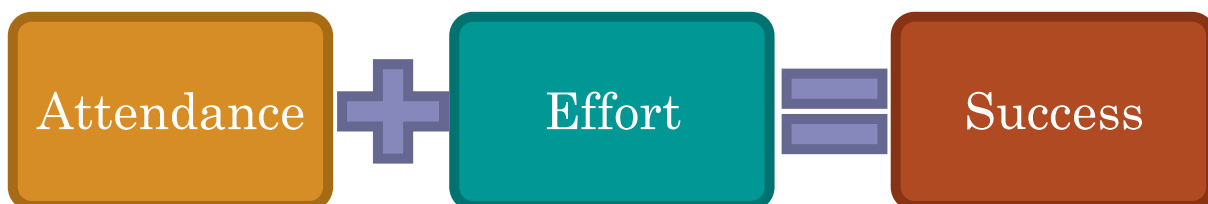
Welcome to Business Technology 11! This course can allow students to develop their computer literacy skills as well as provide them with knowledge and hands-on experience needed in a modern workplace.

Assessment

Student assessment will be both Summative and Formative. Summative assessment will be in the form of assignments, projects, etc., basically anything done that is given a grade. Formative assessments will not be given a grade. These assignments/assessments are not optional.

Attendance

Effort counts! Each student is expected to show up to every class ready to participate. A written excuse **may** be acceptable in special circumstances. Absent students are responsible for their missed work/assignments.



Business Technology 11 Modules:

- Module 1: Touch Keyboarding 15%
- Module 2: Document Processing 30%
- Module 3: Spreadsheets 15%
- Module 4: Desktop Publishing 30%
- Module 5: Business Technology Fundamentals 10%

Business Technology 11 OutcomesModule 1: Touch Keyboarding (15–20 hours)

Students will be expected to

- 1.1 demonstrate correct touch-system technique
- 1.2 set up and organize workstations safely and efficiently
- 1.3 develop keyboarding speed and accuracy

Module 2: Document Processing (35–40 hours)

Students will be expected to

- 2.1 apply formatting skills to a range of workplace documents
- 2.2 use the keyboard to compose and format text for a range of personal and workplace purposes
- 2.3 integrate data from multiple files to create an original document

Module 3: Spreadsheets (20 hours)

Students will be expected to

- 3.1 identify the purpose, characteristics, and terminology associated with the use of spreadsheet application software
- 3.2 manipulate data using spreadsheet software to solve problems
- 3.3 use mathematical features of spreadsheet software to manage data
- 3.4 produce functional, informative, and effectively formatted

charts to present a range of workplace data

- 3.5 create and format spreadsheets to solve a range of workplace problems

Module 4: Desktop Publishing (35 hours)

Students will be expected to

- 4.1 identify the purpose, characteristics, and terminology associated with the use of desktop publishing software
- 4.2 demonstrate an understanding of copyright and intellectual property laws
- 4.3 use desktop publishing software features to enhance publications
- 4.4 design and create a variety of print and on-line publications for specific purposes and audiences using desktop publishing software

Module 5: Business Technology Fundamentals (5 hours)

Students will be expected to

- 5.1 use hardware and software terminology and features
- 5.2 access and use information responsibly and ethically
- 5.3 investigate career opportunities related to information technology
- 5.4 acquire employability skills and attitudes needed for life and work experiences
- 5.5 develop and maintain a LifeWork Portfolio
- 5.6 manage common hardware and software processes, files, and basic workstation procedures

Contact Information

John Fraser
Sydney Academy
49 Terrace Street
Sydney, Nova Scotia
B1P 2L4
Phone: 902-562-5464

Email: jofraser@staff.ednet.ns.ca

Fax: 902-564-4472