



Business Technology 11 Outcomes

Module 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