

Course Outline

Business Computer Applications 12

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Welcome to Business Computer Applications 12



This course is designed to develop skills and attitudes that will be useful in the business world. Work through the course in a sequential manner. Each unit rests on skills mastered in previous units.

Proficiency with touch keyboarding continues to be an essential workplace skill and employment requirement.

As you prepare a variety of business materials and complete business-related tasks, you will demonstrate your keyboarding proficiency as well as your word processing and document-formatting skills.

Communication in a business setting requires personal and technological skills. You will develop your skills in a business setting and learn how various forms of communication help a business achieve its goals.

You will demonstrate your ability to communicate clearly and effectively for business as you simulate workplace activities such as developing publications and reports, listening and speaking, and using electronically stored and transmitted information.

Businesses use a wide variety of equipment that requires a basic level of technical skill to operate. Using a variety of software, you will develop your understanding of business information systems and improve your keyboard proficiency, critical-thinking abilities, and entrepreneurial and problem-solving skills.

There are a number of media elements in the course. Check your browser for the following required tools.

If a welcome message did not open, go to [PDF Reader](http://get.adobe.com/reader/) (<http://get.adobe.com/reader/>) to download and install the appropriate reader.

If a welcome message did not appear, go to [Flash](http://get.adobe.com/flashplayer/) [\(http://get.adobe.com/flashplayer/\)](http://get.adobe.com/flashplayer/) to download and install the appropriate player.

**** Adapted from IRP - BUSINESS EDUCATION 11 AND 12 AND ECONOMICS 12

Prescribed Learning Outcomes

SKILLS DEVELOPMENT

It is expected that students will:

- demonstrate keyboarding skills acceptable for personal and business use
- use touch-keyboarding techniques and improve on speed when producing correctly formatted business communications
- demonstrate attention to ergonomics issues associated with the workplace

BUSINESS COMMUNICATIONS

It is expected that students will:

- apply a variety of communication skills, methods, and strategies to communicate in business situations
- produce print publications and electronic communications for various audiences and purposes
- organize information from a variety of sources, using software, for various audiences and purposes

TECHNOLOGY APPLICATIONS

It is expected that students will:

- compare and use electronic and non-electronic information resources and tools to solve business problems and accomplish business objectives
- select and apply electronic communications, word processing, database, spreadsheet, desktop publishing, and presentation software to complete business tasks
- demonstrate effective use of web sites for personal and business use
- apply appropriate techniques when sending e-mail messages
- demonstrate the ethical use of software, the Internet, and other electronic communications
- assess both the value and limitations of computers and related technology
- analyze ethical and legal issues associated with computers and related technology

PRESENTATIONS

It is expected that students will:

- research, plan, and produce both oral and written reports
- apply group problem-solving and decision-making skills to complete business tasks
- demonstrate acknowledgment of and respect for the different attributes, opinions, and roles of team members
- explain the contribution of leadership and teamwork to the workplace environment

*** Adapted from 1998bused1112_econ12-5.pdf