 Board/Authority Authorized Course Framework Template

School District/Independent School Authority Name: Chilliwack School District	**School District/Independent School Authority Number (e.g. SD43, Authority #432):** SD33
Developed by: Darren Watt	**Date Developed:** September 2018
School Name: Sardis Secondary School	**Principal's Name:** Dan Heisler
Superintendent Approval Date (for School Districts only):	**Superintendent Signature (for School Districts only):**
Board/Authority Approval Date:	**Board/Authority Chair Signature:**
Course Name: Business Computer Applications 11	**Grade Level of Course:** 11
Number of Course Credits: 3	**Number of Hours of Instruction:** 100-120

Board/Authority Prerequisite(s):

- No prerequisites

Special Training, Facilities or Equipment Required:

- Microsoft Office

Course Synopsis:

- Use Microsoft PowerPoint to create presentations to influence an audience.

- Use Microsoft Word to create correspondence documents.

- Use Microsoft Excel to manage numerical data for decision making

Goals and Rationale:

- Familiarity with office production software is essential in a variety of other non-business secondary and post-secondary courses in addition to being used in various aspects of business, These software tools are used to manage numbers, create correspondence documents, create various reports and present ideas through graphical illustrations.

BAA Course Framework Template

Aboriginal Worldviews and Perspectives:

- A step-by-step approach focusing on mastery, allowing for non-linear acquisition of skills.

- A multicultural accepting environment.

BIG IDEAS

Personal and business decisions can be made through consultation and collaboration.	Application software creates opportunities to build skills.	Tools and **technologies** can be adapted for specific purposes.

Learning Standards

Curricular Competencies	Content
Students are expected to be able to do the following:	*Students are expected to know the following:*
Applied Design	
• Conduct **research** to determine the software best suited to the application	• **Create presentations to influence an audience**
• Choose a direction and **point of view** for the task at hand	– Understand the role of computerized presentation software in various scenarios
• **Identify** potential users, intended impact, and possible unintended negative consequences	– Use master pages, make design changes and incorporate animation in presentation software
• Make decisions about **premises and boundaries** that define the task at hand	– Create various presentations and charts, including organizational charts
• Identify **gaps to explore** options with the goal of enhancing the potential of the product	– Understand the use of kiosk style demos in business
• Generate ideas, individually and collaboratively, to contribute to the creation of a business documents	– Create various hyperlinks
• Prioritize ideas for drafting a sample product for the task	– Incorporate color schemes, themes and other elements in professional presentations
• Identify, critique, and use a variety of sources of inspiration and information	– Understand and incorporate verbal and body language aspects in professional presentations
• Outline and design a **draft approach** based on research, premises, and boundaries	– Apply skills to prepare a presentation in an area of personal interest to teach others
	• **Create correspondence documents**
	– Create business letters in a professional format

- Create and use complex business applications to support business and client needs
- **Record and track** iterations of work generated
- Obtain and evaluate critical feedback from multiple **sources**, both initially and over time
- Based on feedback received and evaluated, make changes to business application products or processes as needed
- Engage in problem-solving practices by applying appropriate skills to discover optimal solution(s) based on prevailing circumstances
- Identify tools, technologies, materials, processes, and time needed for development and implementation
- Use **project management processes** when working individually or collaboratively to create processes or products
- Share progress to increase feedback and collaboration
- Create projects that use integrated business software applications
- Critically evaluate their ability to work effectively, both individually and collaboratively
- Obtain and evaluate critical feedback from multiple **sources**, both initially and over time
- Based on feedback received and evaluated, make changes to business application products or processes as needed
- Engage in problem-solving practices by applying appropriate skills to discover optimal solution(s) based on prevailing circumstances
- Identify tools, technologies, materials, processes, and time needed for development and implementation
- Use **project management processes** when working individually or collaboratively to create processes or products
- Share progress to increase feedback and collaboration
- Create projects that use integrated business software applications
- Critically evaluate their ability to work effectively, both individually and collaboratively

Applied Skills

- Choose an **appropriate form, scale, and level of detail** for communicating outcomes in a clear and concise manner
- Identify and critically assess skills needed related to current or projected tasks, and **develop specific plans** to learn or refine skills over time

- Merge documents in word processing software
- Create flyer advertisements
- Create mailing labels, name badges and merge certificates
- Create reports for use in a business or educational environment
- Crete headers, footers, title pages, add comments, track changes and modify leaders in table of contents
- Understand the types of resumes and appropriateness of each for a various situations
- Create a professional cover letter

- **Manage numerical data for decision making**
  - Track the flow of purchases and deposits for a person or business
  - Use mathematical formulas in a spreadsheet
  - Format numerical presentations of data for clarity
  - Understand basics of financial statements and format reports
  - Utilize formatting tools in a spreadsheet
  - Manage lists
  - Create projections based on formulas and assumptions
  - Understand percentage change calculations
  - Create business documents such as invoices and shareholder's reports
  - Understand and calculate markups
  - Utilize relative and absolute references in a spreadsheet
  - Understand basic stock market transactions with commissions
  - Utilize minimum, maximum and average functions
  - Present data in the form of charts and graphs for meaningful analysis
  - Understand the linear growth model and create visuals for future trends
  - Understand the role of computers in generating work schedules
  - Utilize if statements and conditional formulas
  - Work with multiple spreadsheet work files
  - Calculate basic payroll and understand implications
  - Understand the flow of inventory through sales in a retail environment
  - Utilize lookup formulas in a spreadsheet
  - Understand and calculate various scenarios with debt and interest

- Evaluate and apply a framework for problem solving

Applied Technologies

- Explore existing, new, and emerging tools, technologies, and systems and evaluate their suitability for the task at hand
- Evaluate impacts, including unintended negative consequences, of choices made about technology use
- Analyze the role and personal, interpersonal, social, and environmental impacts of technologies in societal change
- 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
- Resolve simple problems that may be encountered while using a computer and undertake basic troubleshooting

- **technologies:** tools that extend human capabilities

- **research:** for example, of the business requirements, including formats, timelines, deliverables, and audience
- **point of view:** for example, what shape will the document/spreadsheet/presentation take?
- **Identify:** for example, document the recipients, establish information transfer protocols
- **premises and boundaries:** for example, platform-based or cloud-based; security requirements
- **gaps to explore:** for example, how the business application can be creatively developed to best suit the recipient/client; positives/negatives
- **draft approach:** for example, the data and features to be included in the business application being created
- **Record and track:** for example, track versions, back up data, track edits
- **sources:** for example, those who can provide feedback that will support the development of a better-designed business application
- **project management processes:** setting goals, planning, organizing, constructing, monitoring, and leading during execution
- **appropriate form, scale, and level of detail:** present the ideas developed after looking at best practices, and make the presentation succinct
- **develop specific plans:** for example, explore opportunities and options for professional development and certification

- **business application:** for example, word processing, spreadsheets, digital presentation software
- **efficient:** fast data processing, easy information retrieval
- **components:** for example, spreadsheets, text documents, presentations
- **documents:** for example, business letters, research documents, flyers, spreadsheets, tables, graphs, charts, posters
- **interpersonal and public relations skills:** for example, professional communications, collaboration, follow-ups, and courtesies; technological or visual supports to accompany marketing or demonstrations at meetings and conferences; social media and networking