Business Technology 11

**Communication Plan**

**New Germany Rural High School**

**Mrs. M. Johnston**

Welcome to Business Technology 11! In Business Technology 11 students develop basic proficiency in touch keyboarding. These keyboarding skills will be integrated and developed through the use business productivity software. Students will demonstrate a basic level of skill in each of the main Microsoft Office 2010 package as well as additional business technologies such as Google Apps and Apple products. The course is designed so that students can build on this foundation as the progress through university or college, or as they begin their working career.

***Units of study and value***

**Module 1: Touch Keyboarding (15%)**

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 (30%)**

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 (25%)**

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 (25%)**

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%)**

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

***Assessment:***

Assessmentis the process of gathering, from a variety of sources, information that accurately reflects how well a student is achieving the learning outcomes in a subject or course.

a) formative assessment is to show growth over time, determine student needs, plan next steps in instruction, and provide students with descriptive feedback.

b) summative assessment is to determine the extent to which learning has occurred

for students.

***Types of assessment used:***

In class assignments, homework, projects, presentations, quizzes and tests.

Student progress will be communicated through PowerSchool, phone calls, emails, parent teacher meetings and report cards. If you have any questions, please contact me at meljohn@gnspes.ca, or 902 644-5000. Information regarding course objectives, resources, assignments, due dates, quizzes, etc. can be found on my website at http://meljohn@weebly.com.

***Ready to Learn:***

* Students are expected to attend class regularly, on time, and prepared to learn. If you are having difficulty meeting these expectations, please speak with your teacher, guidance counsellor, or administration for assistance.
* Respect for yourself, your peers, and staff is another essential component of being ready to learn. The school will follow the provincial code of conduct in addressing behavioural concerns in the classroom, and will provide supports for students who are facing challenges preventing them from being successful in this aspect of school life.