0311
TECHNOLOGIES, TOPICS, AND TRENDS STRAND: APPLIED BUSINESS TECHNOLOGIES (12A)

40S/40E/40M

An Applied Commerce Education Course

0311: TECHNOLOGIES, TOPICS, AND TRENDS STRAND: APPLIED BUSINESS TECHNOLOGIES (12A) 40S/40E/40M

Course Description

Applied Business Technologies focuses on integrating advanced software features commonly used in business. This course is designed for students interested in learning about collaboration, digital communication, and customization of presentation software to create, edit, and manage business documents, using advanced features of word processing, spreadsheet, and database applications. Topics also include multimedia elements such as creating and manipulating images, graphics, videos, and animations.

Applied Business Technologies is designed to improve students' transferable skills, which will increase their success in the business world.

Goal 1: Demonstrate critical, creative, and innovative thinking.

GLO 1.1: Demonstrate critical, creative, and innovative thinking.

SLO 12A.1.1.1: Formulate questions to generate new ideas.

SLO 12A.1.1.2: Evaluate information and perspectives related to the thinking process.

SLO 12A.1.1.3: Evaluate patterns and connections related to critical, creative, and innovative thinking.

Goal 2: Employ current and emerging technologies used in business and industry.

GLO 2.1: Employ current and emerging technologies used in business and industry.

SLO 12A.2.1.1: Evaluate appropriate current technologies for use in business and industry.

SLO 12A.2.1.2: Utilize appropriate current technologies used in business and industry.

SLO 12A.2.1.3: Identify and use technology for specific tasks to improve productivity and efficiency.

SLO 12A.2.1.4: Evaluate the utility of emerging trends in technology

GLO 2.2: Demonstrate awareness of digital footprints.

SLO 12A.2.2.1: Analyze the impact of one's own digital footprint.

Goal 3: Demonstrate business communication skills.

    GLO 3.1: Demonstrate business communication skills.

        SLO 12A.3.1.1: Define and use appropriate business language and terminology.

        SLO 12A.3.1.2: Demonstrate appropriate business etiquette and protocols.

        SLO 12A.3.1.3: Employ conflict resolution techniques.

        SLO 12A.3.1.4: Produce business documents.

        SLO 12A.3.1.5: Present information and ideas.

Goal 4: Demonstrate an understanding of ethical and legal standards.

    GLO 4.1: Demonstrate an understanding of ethical and legal standards.

        SLO 12A.4.1.1: Differentiate between ethics and legal business practices.

        SLO 12A.4.1.2: Discuss ethical business strategies.

        SLO 12A.4.1.3: Discuss laws, codes, and regulations related to business technologies.

Goal 5: Identify historical influences and emerging trends as innovative sources for business.

    GLO 5.1: Identify historical influences as innovative sources for business.

        SLO 12A.5.1.1: Describe historical influences on the evolution of business technologies.

    GLO 5.2: Analyze emerging trends in business.

        SLO 12A.5.2.1: Identify emerging trends in business technologies.

        SLO 12A.5.2.2: Analyze emerging trends in business technologies.

        SLO 12A.5.2.3: Predict future trends in business technologies.

Goal 6: Demonstrate awareness of sustainability in business.

    GLO 6.1: Demonstrate awareness of sustainability in business.

        SLO 12A.6.1.1: Demonstrate human sustainability practices while considering financial and environmental sustainability.

        SLO 12A.6.1.2: Demonstrate sustainable environmental practices while considering human and financial sustainability.

        SLO 12A.6.1.3: Demonstrate sustainable financial practices while considering human and environmental sustainability.

Goal 7: Demonstrate an understanding of the impact culture and diversity have on business.

GLO 7.1: Demonstrate an understanding of the impact culture and diversity have on business.

SLO 12A.7.1.1: Reflect on how culture impacts business decisions, which may include
- short- and long-term goals
- values
- lifestyle
- family structure
- demographics

SLO 12A.7.1.2: Examine First Nations, Métis, and Inuit perspectives and how they relate to business.

Goal 8: Describe and demonstrate employability skills.

GLO 8.1: Describe and demonstrate employability skills.

SLO 12A.8.1.1: Demonstrate an ability to read and write text, use documents, work with numbers, communicate orally, use technology, learn continuously, and think critically.

SLO 12A.8.1.2: Demonstrate positive attitude and behaviours, responsibility, adaptability, and safe work practices.

SLO 12A.8.1.3: Demonstrate time management and punctuality.

SLO 12A.8.1.4: Demonstrate the ability to work with others and participate in projects and tasks.

Goal 9: Explore education and career opportunities.

GLO 9.1: Explore education and career opportunities.

SLO 12A.9.1.1: Explore education and career opportunities related to business technologies.

Goal 10: Analyze the role of business in society.

GLO 10.1: Analyze the role of business in society.

SLO 12A.10.1.1: Analyze the role of business technologies.

Goal 11: Demonstrate an understanding of the concepts and principles of business communications.

Goal 11 applies to 0314: Business Communications (11).

Goal 12: Demonstrate an understanding of applied business technologies.

GLO 12.1: Demonstrate an understanding of file management and collaboration.

SLO 12A.12.1.1: Demonstrate the ability to organize and manage a business workspace, which may include
- file and folder management
- file storage
- file sharing
- digital accounts
- cloud storage

SLO 12A.12.1.2: Design and construct documents that allow for collaboration, which may include
- simultaneous use
- shared documents
- accountability for editing

GLO 12.2: Demonstrate an understanding of digital communication skills for business.

SLO 12A.12.2.1: Identify strategies to prioritize and efficiently manage digital information, which may include
- email
- social media
- personal devices
- calendars
- digital searches

SLO 12A.12.2.2: Develop an effective digital communication management system, which may include
- emails
- tasks
- filtering
- prioritizing
- auto-reply
- calendars and scheduling
- blocking, spam, and list services
- groups and distribution lists
- managing multiple accounts

GLO 12.3: Demonstrate an understanding of customization and automation of presentation software for business.

SLO 12A.12.3.1: Construct and analyze a customized presentation for business use, which may include
- templates
- embedded and linked objects
- automation options

GLO 12.4: Demonstrate the ability to create, edit, and manage business documents using advanced features of word processing software for business.

SLO 12A.12.4.1: Demonstrate the ability to format, edit, and manage business documents, which may include
- merges
- forms
- multi-page documents
- indexes
- references

SLO 12A.12.4.2: Demonstrate the ability to automate word processing software, which includes
- templates
- macros
- customization of the software

SLO 12A.12.4.3: Demonstrate the ability to link and embed data from various software applications.

GLO 12.5: Demonstrate the ability to collect, manage, and interpret data using advanced features of spreadsheet and database software for business.

SLO 12A.12.5.1: Demonstrate the ability to interpret data, which may include
- querying
- pivot tables and charts
- data analysis tools
- report creation

SLO 12A.12.5.2: Demonstrate the ability to collect and manage data, which may include
- filtering
- data streaming
- data integrity and security
- data mining
- form creation

SLO 12A.12.5.3: Demonstrate the ability to automate spreadsheet and database software, which may include
- templates
- forms
- macros

SLO 12A.12.5.4: Demonstrate the ability to link and embed data from various software applications.

GLO 12.6: Demonstrate the ability to create, edit, and manage multimedia using advanced features of multimedia software for business.

SLO 12A.12.6.1: Demonstrate the ability to create and manipulate images and graphics.

SLO 12A.12.6.2: Demonstrate the ability to create and manipulate video.

SLO 12A.12.6.3: Demonstrate the ability to create and manipulate animations.

GLO 12.7: Demonstrate awareness of security and privacy as it relates to various business technologies.

SLO 12A.12.7.1: Analyze the security and privacy settings of various digital devices and applications.

SLO 12A.12.7.2: Analyze the security and privacy settings of various applications, which may include
- social media accounts
- third party linking
- collaboration applications

GLO 12.8: Apply advanced software techniques to a business environment.

SLO 12A.12.8.1: Apply advanced software techniques to an integrated project, which may include
- simulations
- work placement
- community partnership
- school events or activities
- case studies

Goal 13: Demonstrate an understanding of emerging topics and trends in business.

Goal 13 applies to 0326: Topics and Trends in Business (12B).