

# Business Computer Applications 12

**Learning Outcomes:** The activities in this course are based on the core competencies and curricular competencies as provided by the Ministry of Education of BC.

View the complete Ministry of Education learning outcomes for this course: [Business Comp Appl 12](#)

**Resources:** All resources are provided within the course. Students will need good access to the Internet and will be required to use online tools.

**Communication:** Assignments are submitted directly through your course. Constant communication with your teacher is key to success in a DL course. Phone or email or message your teacher for help whenever necessary.

**Goal Setting:** This course is self-paced and self-directed. Students should plan on working 5-6 hours a week on this course. It is highly recommended that the student creates a calendar of monthly, weekly and even daily goals. Contact your teacher if help is needed doing this.

## Unit 1 – Introduction

- Computer Basics
- Ergonomics
- Intellectual Property
- Finding and Evaluating Data
- Using Online Data

## Unit 2 – Software

- Word Processing
- Types of Word Processing Documents
- Spreadsheets
- Charts
- Presentations

## Unit 3 – Digital Design and Portfolio

- Professional Portfolio
- Digital Design

## Unit 4 – Social Networking

- Personal Online Communication
- Corporate Communications

## Unit 5 – Putting it all together

- Final Project
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## **Assessment**

This 4-credit course will be broken down as follows:

- **Unit 1 - 20%** of the overall grade.
- **Unit 2 - 20%** of the overall grade.
- **Unit 3 - 20%** of the overall grade.
- **Unit 4 - 20%** of the overall grade.

**Final Project - 20%** of the overall grade.