BRITISH COLUMBIA

GRADE 11

Business Communications 11

SD43 Coquitlam

This course has been developed to meet the needs of students interested in working with computers in a business environment where strong keyboarding skills are required. Students will increase their keyboarding proficiency to an employable level while learning the fundamentals of digital communication through computer software and online applications that they may encounter upon entry into the workforce.

Credits: 4

Approval Date: Jan 2019

Hours: 120

Trax Code: Y

GOALS AND RATIONALE

Acquire practical skills & knowledge to bring their ideas from conception to fruition. Develop marketable skills & efficiency in word processing, spreadsheets, databases & graphics. Develop a sense of efficacy & personal agency about their ability to participate as inventors, innovators & agents of change to address practical challenges in a rapidly changing world. Select & apply the appropriate computer applications in order to effectively convey an intended message to a targeted audience.

BIG IDEAS

User needs and interests drive the design process. Tools and technologies can be adapted for specific purposes. Personal design choices require the evaluation and refinement of skills.

ADDITIONAL INFORMATION

Aboriginal Worldviews and Perspectives: In learning the ever-changing nature of digital business applications, students need to understand that learning involves patience and time. As students access and manipulate information, they need to understand that learning involves recognizing that some knowledge is sacred and only shared with permission and/ or in certain situations.