

BIG IDEAS

Services and products can be designed through consultation and collaboration.

Business creates opportunities to enable change.

Tools and **technologies** can be adapted for specific purposes.

Learning Standards

| Curricular Competencies | Content |
|--|---|
| <p><i>Students are expected to be able to do the following:</i></p> <p>Applied Design</p> <ul style="list-style-type: none"> • Conduct research to determine the product best suited to the application • Choose a direction and point of view for the task at hand • Identify potential users, intended impact, and possible unintended negative consequences • Make decisions about premises and boundaries that define the task at hand • Identify gaps to explore options with the goal of enhancing the potential of the product • Generate ideas, individually and collaboratively, to contribute to the creation of a business product • Prioritize ideas for drafting a sample product for the task • Identify, critique, and use a variety of sources of inspiration and information • Outline and design a draft approach based on research, premises, and boundaries • Create and use complex business applications to support business and client needs • Record and track iterations of work generated | <p><i>Students are expected to know the following:</i></p> <ul style="list-style-type: none"> • computer peripherals • basic operating systems and software operations on multiple platforms • industry-standard business application software • efficient integration of multiple software components within all aspects of business application suites • business approach to creating and formatting documents and using custom tools for enhancement, including: <ul style="list-style-type: none"> – e-mail protocol and etiquette – header, footer, table of contents, mail merge, font, word art, text box – business protocol, formality, and tone in business documents and applications – formulas and functions in a spreadsheet – design, creation, and manipulation of databases and database objects – calendar scheduling, viewing, and syncing, including resource scheduling in shared calendars – narration, custom animations, and effects in presentation software – notetaking and note-management software – brochures, flyers, calendars, publications, and other business communications |

Learning Standards (continued)

| Curricular Competencies | Content |
|---|---|
| <ul style="list-style-type: none"> • 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 <p>Applied Skills</p> <ul style="list-style-type: none"> • 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 • Evaluate safety issues for themselves, co-workers, and users in both physical and digital environments • Evaluate and apply a framework for problem solving | <ul style="list-style-type: none"> • meeting protocol and etiquette • file management techniques • cloud-based computing and work applications • interpersonal and public relations skills to promote products or services and to interact with potential customers/clients • industry best practices • career options and opportunities in various business sectors |

Learning Standards (continued)

| Curricular Competencies | Content |
|--|---------|
| <p>Applied Technologies</p> <ul style="list-style-type: none"> • 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 | |