

Information and Communication Technology: The Digital Environment, Grade 11, Open (BTA3O)

A. The Computer Workstation

1. Explain the functions of the components of a computer and its peripheral devices (e.g., ports, motherboard, drives, memory, scanner, micro-phone).

B. File Management

1. Identify different strategies (e.g., backing up files regularly, organizing commonly used websites using the favourites/bookmarks list, using descriptive folder names) for organizing and managing electronic information (e.g., files, e-mail messages and addresses, websites).

C. Word Processing

1. Use word processing software to create properly structured and formatted business documents (e.g., business correspondence, reports, mailing labels, newsletters);
2. Use advanced word processing features (e.g., columns, tables, language tools, mail merge, styles, images) to perform specific tasks efficiently.

D. Spreadsheet

1. Use spreadsheet software features (e.g., format, link, sort, chart) and functions (e.g., financial, logical) to perform specific tasks;
2. Manipulate data, using spreadsheet software, to complete a variety of tasks (e.g., budgeting, balance sheet, inventory, payroll, amortization).

E. Database

1. Use database software features (e.g., range query, complex query, sort) to locate and organize information;
2. Use database software features to help perform common business tasks (e.g., create forms, do mail merge, create mailing labels);
3. Analyse data in a database (e.g., generate reports, interpret reports).

F. Design Software

1. Use advanced features of design software to create business documents (e.g., business card, flyer, application form, brochure, poster) that meet accepted standards.

G. E-Business Website

1. Identify the purpose (e.g., business presence, online ordering, marketing/promotion) and target audience for their e-business website;
2. Design the layout and navigation structure for their e-business website, following accepted guidelines (e.g., usability, placement);
3. Use web development tools to create an e-business website appropriate for the target audience (e.g., appropriate and inclusive content, images, and language).

H. Health and Environmental Issues

1. Explain the importance of ergonomic practices in business;
2. Describe methods to ensure personal health and safety in an information and communication technology environment.