

Level	3	Course Name: Digital Technologies Business (13DTB)	UE Approved Subject	No				
Course Overview	Year 13 Digital Technologies Business (DTB) provides the opportunity for Level 3 students to acquire skills of speed, accuracy, presentation and media design using the MS Office range of software. File management and safe working practices are a significant part of the course. The focus of the course is to become proficient in the use of computers and software in a business context.							
Assessments Offered								
Standard Number	Title	Level	Int/Ex	Credits	L1 Numeracy	L1 Literacy	UE Lit Reading	UE Lit Writing
US108 V7c	Apply text processing skills to produce business documents	3	Int	5				
US112 V7	Produce business or organisational information using word processing functions.	3	Int	5				
US29786 V1	Produce a spreadsheet for organisation use.	3	Int	3				
US29785 V1	Use a word processing application to integrate images, spreadsheet and database data into documents	3	Int	4				
US29794 V1	Implement security solutions when using digital tools	3	Int	5				
US29797 V1	Customise software features and create document templates for generic text and information management.	3	Int	2				
US29792 V1	Integrate text and images and manage multiple files for generic text and information management.	3	Int	4				
Total number of credits available								28
Prerequisites	Completion of a Year 11 or 12 digital technologies business course is desirable.							
Other Details	Materials	Stationery (folders for printed work); USB for backup.						
Where could this lead?	Polytech study: office employment; and life skills.							
Vocational Pathways	Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Service Industries	Social & Community Service	Creative Industries		
See Mr Watson								