

| Level                                    | 2   | Course Name:<br>Digital Technologies Business (12DTB) |                    |         |             |             |                |                |
|--|---|---|--------------------|---------|-------------|-------------|----------------|----------------|
| <b>Course Overview</b>                   | Year 12 Digital Technologies Business (DTB) focuses on using MS Office software. The course provides the opportunity for Level 2 students to acquire skills of speed, accuracy, presentation and media design that will be of benefit to them in tertiary study, employment and as a life skill. 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 |
| US111 V8                                 | Use a word processor to produce documents for a business or organisation.   | 2   | Int                | 5       |             |             |                |                |
| US107 V7                                 | Apply text processing skills to produce communications in a business or organisational context.   | 2   | Int                | 5       |             |             |                |                |
| US29770 V1                               | Use the main features and functions of a spreadsheet application for a purpose  | 2   | Int                | 3       |             |             |                |                |
| US12884 V7                               | Create electronic documents and manage a file for generic text and information management.  | 2   | Int                | 3       |             |             |                |                |
| US12885 V7                               | Create and enhance electronic documents combining text and images for generic text and information management.  | 2   | Int                | 4       |             |             |                |                |
| US29771 V1                               | Use the main features and functions of a presentation application for a purpose   | 2   | Int                | 2       |             |             |                |                |
| US29772 V1                               | Manage files and folders using digital devices  | 2   | Int                | 2       |             |             |                |                |
| <b>Total number of credits available</b> |   |   |                    |         |             |             |                | 24             |
| <b>Prerequisites</b>                     | Successful completion of Year 11 Digital Technologies Business course is desirable.   |   |                    |         |             |             |                |                |
| <b>Other Details</b>                     | Materials   | Stationery (folders for printed work); USB for backup |                    |         |             |             |                |                |
| <b>Where could this lead?</b>            | Level 3 DTB course; Polytech study; office employment; and life skills.   |   |                    |         |             |             |                |                |
| <b>Vocational Pathways</b>               | Construction & Infrastructure   | Manufacturing & Technology                            | Primary Industries |         |             |             |                |                |
|  | 7   | 7   | 7                  |         |             |             |                |                |
| <b>See Mr Watson</b>                     |   |   |                    |         |             |             |                |                |