Level	1	**Course Name:** **Digital Technologies Business (11DTB)**							

Course Overview	Year 11 Digital Technologies Business (DTB) course focuses on using MS Office software. It provides the opportunity for Level 1 students to acquire skills of accuracy, and presentation 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.

Assessments Offered								
Standard Number	Title	Level	Int/ Ex	Credits	L1 Numeracy	L1 Literacy	UE Lit Reading	UE Lit Writing
US101 V7	Develop and use keyboarding skills to enter text.	1	Int	3				
US102 V7	Consolidate keyboarding skills and produce accurate text based documents.	1	Int	3				
US18743 V4	Produce a spreadsheet from instructions using supplied data.	1	Int	2				
US 12883 V7	Enter and manage text for generic text and information management	1	Int	4				
US 18734 V5	Create a website using a template	1	Int	2				
US 18758 V5	Find information using the internet	1	Int	2				
US 2792 V8	Produce simple desktop published documents using templates	1	Int	2				
US 2784 V7	Create and use a computer spreadsheet to solve a problem	2	Int	3				
							Total number of credits available	21

Prerequisites	Successful completion of a junior Digital Technologies Business course is desirable.
Other Details	Material Costs	Stationery $4 (folders for printed work) USB for backup $10.
Where could this lead?	Level 2 DTB course, office employment and life skills.	

Vocational Pathways	Construction & Infrastructure	Manufacturing & Technology	Primary Industries	Service Industries	Social & Community Service	Creative Industries
	0	13	19	5	17	11

See Mr Watson