

Course Outline

Information and Communication Technology in Business (BTT101/201)

Teacher: C.Divitkos

Course Description

This course introduces students to information and communication technology in a business environment and builds a foundation of digital literacy skills necessary for success in a technologically driven society. Students will develop word processing, spreadsheet, database, desktop publishing, presentation software, and website design skills. Throughout the course, there is an emphasis on digital literacy, effective electronic research and communication skills, and current issues related to the impact of information and communication technology. As the introductory course in Business, many of the skills, approaches, and strategies taught here will serve as the initiation to future business classes. Software used and other course content will be applicable throughout all subjects.

Units and Overall Expectations

By the end of this course, students will be expected to demonstrate knowledge, skills and values related to the following strands:

Digital Literacy

- demonstrate an understanding of the terminology associated with information and communication technology
- demonstrate an understanding of the computer workstation environment
- manage electronic files and folders
- demonstrate an understanding of a digital footprint and the safe use of the internet
- apply effective techniques when conducting electronic research

Productivity Software

- use word processing software to create common business documents
- use spreadsheet software to perform a variety of tasks

Design Software

- use presentation software to create and deliver effective presentations
- use desktop publishing software to create publications
- demonstrate an understanding of the uses and design of effective websites, and develop their own web pages

Business Communications

- demonstrate an understanding of the characteristics of effective business documents and communications
- use appropriate technology to facilitate effective communication

Ethics & Issues in Communication & Technology

- demonstrate an understanding of legal, social, and ethical issues relating to information and communication technology
- analyse privacy and security issues relating to information and communication technology
- assess the impact of information and communication technology on personal health and the environment



Course Outline

Assessment and Evaluation

Assessment and evaluation will be based on the provincial curriculum expectations and the achievement levels outlined in the secondary curriculum policy documents. Ongoing student assessment and evaluation throughout the course will account for **70%** of the semester mark. Achievement will be evaluated according to four categories:

Knowledge/Understanding **15%**

- tests, quizzes, assignments

Thinking/Inquiry **15%**

- tests, quizzes, presentations, projects, assignments

Communication **15%**

- presentations, tests, projects assignments

Application **25%**

- presentations, projects, assignments

Final Evaluation **30%**

The final 30% of the semester mark will be comprised of a culminating assignment that reflects the entire course.

Students and parents have the ability to view course progress through the semester using the online marks management program called TeachAssist. Students/parents can view course progress using the student's login/password at <http://ta.yrdsb.ca>.

Students have access to their personal network files at home by accessing the address: <http://myschool.yrdsb.ca>

We have read and understood this course outline sheet:

Student Signature

Date

- I understand that marks can be accessed online at my convenience at <http://ta.yrdsb.ca> using my son or daughter's login.
 - I understand that some course materials can be accessed at home at <http://moodle2.yrdsb.ca>

Parent Signature

Date