

Information & Communication Technology in Business

BTT101

Dr. G.W. Williams S.S.
Mr. Rocco Lopresti, OCT
rocco.lopresti@yrdsb.ca
Business Department

WHAT IS BTT?

This course introduces students to the use of information technology in the business environment. Students will learn how to use information technology in a work environment, perform electronic research, communicate electronically, and use common business software. They will also explore possible future occupations in information technology.

Prerequisite: None

AN OPEN COURSE

Open courses are designed to prepare students for further study in the subject, and to enrich their education generally. These courses comprise a set of expectations that are appropriate for all students.

WHAT WILL I LEARN?

The following is a list of the 4 units of BTT101 and the key Curriculum learning expectations:

- 1) Electronic Research & Ethical Issues
 - Demonstrate an understanding of the legal issues relating to electronic communications
 - Analyze the various uses of the Internet in a business environment
 - Use a variety of electronic media to find relevant information
- 2) Information Management
 - Demonstrate an understanding of the information technology terms used in business
 - Explain key infrastructures relevant to information technology
 - Manage an information technology work environment
 - Electronically manage personal data and computer files

3) Productivity Software

- Use word processing software to create common business documents
- Use spreadsheet software to perform a variety of tasks
- Manage information, using database software
- Learn and demonstrate the importance of ergonomics
- Assess their data entry skills on an ongoing basis

4) Design Software

- Use presentation software to create and deliver effective presentations
- Identify guidelines for designing effective electronic presentations
- Use desktop publishing software to create publications

NOTE: Specific course expectations can be found on the Ministry of Education website – The Ontario Curriculum, Grades 9 and 10: Business Studies

<http://www.edu.gov.on.ca>

WHAT ASSIGNMENTS WILL WE DO IN THIS COURSE?

Seventy percent of your grade will be based on ongoing evaluations throughout the year – quizzes, unit tests, assigned homework and unit assignments. Assignments will include but are not limited to:

- Virus Handbook
- M&M's - Excel Graphing
- Be a Director! – Windows Movie Maker

The remaining 30% of your grade will be based on a **FINAL EVALUATION** which will take the form of a Final Exam (15%), a Business Plan (15%). A professional business presentation will be required for the Business Plan.

HOW WILL MY WORK BE EVALUATED?

The primary purpose of assessment and evaluation is to improve student learning. This will be demonstrated by assessing a variety of tasks and providing appropriate feedback. The quality of your work will be judged based on the provincial curriculum expectations and a percentage grade will be assigned. Your achievement will be assessed and evaluated in 4 different categories:

Category	Weighting	Course Total
Knowledge & Understanding	17.5%	100%
Thinking	17.5%	
Communication	17.5%	
Application	17.5%	
Term Work:	70%	
ISP: Business Plan	15%	
Exam	15%	
Final Evaluation:	30%	

NOTE: There may be some changes to the summative assessments described at the beginning of the course based on the needs of the class.

PRINCIPLES

1. The primary purpose of assessment is to help you learn.
2. Teacher assessment practices are intended to be fair and equitable.
3. Teacher communication about assessment will be ongoing and meaningful.
4. You will learn more effectively when you believe that you can achieve high levels of success and when you practice effectively in formative and summative assessment activities.
5. You will become a skilled self-assessor when you take ownership of your learning by:
 - knowing and understanding what you are expected to learn;

- being able to identify your strengths, needs and interests by reflecting on your progress and setting goals; and
- taking steps to improve your learning and advocate for yourself.

FORMATIVE ASSESSMENT

Practice improves performance. You would not play a hockey game or compete in a music recital without practicing many times, receiving feedback and using that feedback to improve. Similarly, before completing a summative assessment task, you must practice demonstrating your knowledge and skills and use teacher feedback to correct your mistakes and fine-tune your abilities.

In this course, you will understand the relationship between formative assessment activities and the summative assessment. Examples of formative assessment used in this course are: quizzes, homework checks, exercise checks, practice assignments, and peer evaluation.

You will actively participate in formative assessment activities and submit all work for feedback in order to improve your understanding and skills. If you do not participate in or submit formative activities, you will be jeopardizing your success in the summative task and, ultimately, in the course. The behaviour will be tracked in the learning skills.

LEARNING SKILLS

Student success is largely based on the application of the five different learning skills that can be utilized to understand a student's performance. Provincial Report Cards will be marked with each student's performance in these five areas – Works Independently, Teamwork, Organization, Work Habits/Homework, and Initiative. Learning skills will be assessed regularly by both the teacher and the student by means of a rubric.

Please see attached brochure for further detailed information regarding Learning Skills or download a copy at:

<http://www.yrdsb.edu.on.ca/pdfs/w/assessmentforlearning/LearningSkillsSecondary06.pdf>

ESSENTIAL & STRONGLY RECOMMENDED RESOURCE MATERIALS FOR COURSE

- 1) **Textbook** - Insights: Succeeding in the Information Age
- 2) **USB drive** - Introduction to Information Technology in Business is a very computer intensive course. As a result, it is **strongly** recommended that students acquire a USB drive to transport computer files from home. USB drives are portable hard drives that can be found in all electronic stores (i.e.: Staples, Wal-Mart, Best Buy, Future Shop, etc.) A basic USB drive costs less than \$20, and will more than adequately meet the needs of the course. This is especially important as students are unable to download files to the school via email. Please note, that all computers at Dr. G. W. Williams have been upgraded to Office 2007.
- 3) **Agenda** - "The assignment is due when? Tomorrow?" We have all been there at some point. Somehow, that assignment due date just slipped right up on us without our noticing. That is why organizational skills are so important to school performance. Who can afford to score a big fat "0" on a paper, just because we got lazy and did not pay attention to the due date? Who wants to get an "F" because we forgot to put our completed project in our book bag the night before it was due? Poor organization skills can reduce your final scores by a whole letter grade. That is why you should learn to use a day planner the right way. Tips for using the WC school agenda:
 - **Make the planner a part of your daily routine.** Carry it with you at all times and remember to check it every morning and every night.

- **Fill in your assignment due dates as soon as you learn them.** Get in the habit of writing in your planner while you are still in the classroom. Don't put it off!
 - **Learn to use backward planning.** When you write a due date in your planner, go back a day or a week and give yourself a reminder that the due date is approaching.
 - **Use a color-coding system.** Keep some colored stickers on hand and use those for reminders that a due date or other important event is approaching. For instance, use a yellow caution sticker to serve as a warning two days before your research paper is due.
- 4) **Computer Use Policy** - Use of a computer system at Dr. G. W. Williams is a privilege. In order to receive a password into the system, you and your parent/guardian must read, sign and return the **Computer Access Contract**. Outlines and expectations of the computer use policy can be found in the Dr. G. W. Williams school agenda on page 11.



- Students should be aware that printing at Dr. G. W. Williams costs 10¢. Accounts can be topped up by visiting the school library, located on the second floor. You are to do this either before/after school, or during lunch - not during class time!
- If you forget your username and/or password information, you will be required to pay \$1 to retrieve it from the main office. Therefore, it is highly recommended that you maintain your login credentials in a secure private place, where others can not access it.
- **DO NOT SHARE YOUR LOGIN INFORMATION!** Not only is it a violation of the computer use policy but only one user ID can be logged in.

