

# Introduction to Information Technology in Business (BTT101– Grade 9)



## **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.

## **OUTLINE OF THE COURSE CONTENT**

Unit 1	Digital Literacy	15 hours
Unit 2	Design Software: MS Publisher, PowerPoint, Web Pages	35 hours
Unit 3	Productivity Software: MS Word, Excel, Access	35 hours
Unit 4	Ethics and Issues in Information and Communication Technology	10 hours
Unit 5	Business Communication	15 hours

## **IMPORTANT COMPUTER POLICIES**

1. Installing programs onto the network or on workstations is NOT allowed without the permission of the network administrator or the principal.
2. Sending, creating, storing, or displaying inappropriate mail, messages, documents, or graphics is not allowed on any school computer.
3. No food, drink, snacks, or gum is to be taken into or consumed in any room with a computer.
4. No programs on the computer network are to be copied without the written permission of the school network administrator or the principal.
5. You are not allowed to exceed your user storage space maximum. For this reason, clean out old or unwanted files regularly.
6. Students are allowed to store files on their own user space only (g: drive).
7. Students do NOT move any computer or its components from its original location without teacher permission.
8. No e-mail and/or internet unless permitted by the teacher.
9. You are only allowed to go to a website that is permitted by the teacher.

## **Assessment and Evaluation**

### **Term Work (70%)**

**Knowledge** 20%, **Thinking/Inquiry** 15%, **Communication** 10%, and **Application** 25%

- Class Work
- Quizzes
- Tests
- Assignments/Projects

### **Summative Evaluation (30%)**

- Portfolio 10%
- Final Summative 20%

<b>Percentage Grade Range</b>	<b>Achievement Level</b>	<b>Summary Description</b>
80-100%	Level 4	A very high to outstanding level of achievement. Achievement is above the provincial standard.
70-79%	Level 3	A high level of achievement. Achievement is at the provincial standard.
60-69%	Level 2	A moderate level of achievement. Achievement is below, but approaching, the provincial standard.
50-59%	Level 1	A passable level of achievement. Achievement is below the provincial standard.
Below 50%		Insufficient achievement of curriculum expectations. A credit will not be granted.

Level 3 (70-79%) is the provincial standard. Teachers and parents can be confident that students who are achieving at level 3 are well prepared for work in the next grade or the next course.

### **REQUIRED MATERIALS**

- Notebook, Pens/Pencils/Lined paper. Computer with internet access is strongly recommended but not necessary. Students may use their lunch hours for extra lab time.