



**York Region District School Board
Newmarket High School
Business Department Course Outline
Prepared/revised by: Mrs. Joan Richardson**

BTT10G - Information and Communication Technology in Business – Grade 9 Open
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Credit Value: 1.0

Prerequisites: None

Teacher: **Mrs. Joan Richardson**
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Curriculum Document: The Ontario Curriculum Grades 9 and 10, Business Studies

Text: Ellerby, Pinto and Brady, InsightTs: Succeeding in the Information Age, Irwin Publishing Ltd., 2001. (Replacement value: \$45.00)

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.

Overall Expectations

By the end of this course, students will:

- 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;
- analyse options for accessing the Internet;
- apply effective techniques when conducting electronic research.
- use word processing software to create common business documents;
- use spreadsheet software to perform a variety of tasks;
- manage information, using 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.
- demonstrate an understanding of the characteristics of effective business documents and communications;
- use appropriate technology to facilitate effective communication;
- maintain a portfolio of exemplary work that illustrates their skills in information and communication technology, including the ability to create effective business communications.
- 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.

Topics:

	Unit Title	Content
1	Digital Literacy	<ul style="list-style-type: none"> • Terminology • The Computer Workstation • File Management • The Internet • Electronic Research
2	Productivity Software	<ul style="list-style-type: none"> • Word Processing • Spreadsheet • Database
3	Design Software	<ul style="list-style-type: none"> • Presentation • Desktop Publishing • Web Page Development
4	Business Communication	<ul style="list-style-type: none"> • Business Communications Standards • Electronic Communication • Portfolio
5	Ethics and Issues in Information and Communication Technology	<ul style="list-style-type: none"> • Legal, Social, and Ethical Issues • Privacy and Security Issues • Health and Environmental Issues

Teaching strategies:

Students will have opportunities to learn in a variety of ways – individually, cooperatively, independently, with teacher direction, through hands-on experience, and through examples followed by practice. The approaches and strategies used in the classroom to help students meet the expectations of this curriculum will vary according to the object of the learning and the needs of the students, and will include instructions and modelling of class discussions of real life situations, issues currently facing information and communication technology, and creating a portfolio of samples of their work that illustrate their skills and competencies.

Evaluation:

Evaluation is based on the four Ministry of Education achievement categories of knowledge and understanding, thinking, application, and finally communication. A single evaluation may include one or more of the above categories. Assessments will occur throughout the units in the form of practice of concepts in class and at home, quizzes, and assignments. Evaluations in this course will occur during the unit in the form of assignments, performance tasks, and tests. The Summative Evaluation will include a presentation and a summative portfolio of best work.

Learning Skills will be reported separately from Achievement of Expectations. Learning Skills are: Responsibility, Works Independently, Organization, Collaboration, Initiative and Self-Regulation.

TERM	Knowledge	15%	70%
	Application	20%	
	Thinking	15%	
	Communication	20%	
FINAL	Presentation	15%	30%
	Portfolio	15%	
TOTAL			100%

Equipment:

Be prepared with pen and pencil, 3-ringed binder with paper, textbook. Resources will also be regularly posted on the Moodle and students will be using their school gapps accounts as well.

Program Planning Considerations:

- Instructor will review IEP's with students to ensure all accommodations are addressed.
- Instructor will determine a tentative schedule for the semester. If program delivery needs to change due to field trips, assemblies, snow days etc. instructor will provide new dates to students as soon as possible.

Extra Help

- Marks are online using the Teach Assist program. <http://ta.yrdsb.ca>
- Extra help is available by appointment.

**Classroom
Guidelines:**

There are a number of positive ways in which to contribute to the learning environment of the classroom:

- Listen attentively and take proper notes. Business terminology may be new to students and therefore keeping complete and accurate notes will aid to review for tests and help in completion of assignments.
- Homework – successful completion of this course requires homework to be completed – class discussions are designed around homework questions.
- Participate in class discussions – the more students participate the better the in class discussions will be.
- Ask questions! Many concepts are new and therefore will require discussion for clear understanding
- Help others respectfully – business people consult for advice.
- Keep your mind open – each semester is a fresh start and a new opportunity, this course may be different from other courses that you have taken.

**Academic
Integrity**

Plagiarism is a serious offence. During this course, we will review how to properly cite your research and how to avoid plagiarism. For further details see Newmarket High School's Academic Policy.

**Communication
with Parents
and/or
Guardians**

- Some of the course information is available on the course Moodle <http://moodle2.yrdsb.ca/> -
- Parents for students 18 or over will not be contacted unless the student signs a permission form. All communication will be done with the student directly.
- Parents for students under 18 will be contacted, if necessary, regarding academics/attendance or any other concerns the instructor may have.
- Parents are free to call or email the instructor at any time with any concerns they may have.



Print Student Name

Student's Signature

If under 18:

Parent Name

Parent's Signature