##### EAST YORK COLLEGIATE

**Business Department**

## BTT 101 – Information and Communication Technology in Business

**Grade 9: Open Level**

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.

# CURRICULUM STRANDS

1. Digital Literacy
2. Productivity Software – Word Processing, Spreadsheets, and Databases
3. Design Software – Presentations, Desktop Publishing, and Web Page Development
4. Business Communications
5. Ethics and Issues in Information and Communication Technology

# LEARNING SKILLS

* Independent work
* Collaboration
* Organization
* Self-regulation
* Initiative
* Responsibility

**ASSESSMENT STRATEGIES**

* Quizzes and unit tests
* Written and electronic assignments and projects
* Oral presentations (independent and group)
* Teacher observation, conferencing
* Peer evaluation

#### ACHIEVEMENT CATEGORIES FINAL MARK

Knowledge and Understanding Term Work 70%

Application Final Summative 30%

Thinking and Inquiry (final project and exam)

Communication **\_\_\_\_**

100%

**ASSIGNMENTS**

You will succeed in this course if you complete all classroom and homework assignments.

Students who fail to hand in work on the assigned due date will start earning a penalty of 2% per day for the next five days. Any work handed in five school days late will earn a maximum of 90%. If an assignment is handed in on the sixth school day after the due date, it will earn a maximum of 50%. Once an assignment is seven school days late it is now a zero!

On the absolute due date (six days late), no excuses are acceptable. You should have handed in your work when you were required to!

As far as regular daily work, if you know in advance that you will be absent for a personal reason or school activity, please see me before your absence to obtain the work that you will miss and be prepared to hand it in on the day of your return.

If you are absent unexpectedly, check the website, contact a classmate or me for the work you missed, and speak to me on the day of your return.

**TESTS**

Please see me at the start of class on the first day of your return. You may write a test for full value if you were away for a legitimate reason. If you skip a test, you may write it for a maximum of 50% credit completion.

**CLASS PARTICIPATION**

Punctuality, regular attendance, completion of homework and active participation in class activities and discussions are expected and will be rewarded with admiration by your classmates and respect by your teacher.

**HELP!!!?**

Look for me in the Business Office, before or after school, at lunchtime, or during Period 2. The school phone no. is (416) 396-2355.

**INSPIRATION**

In the new economy, information, education, and motivation are everything.  
[Bill Clinton](http://www.woopidoo.com/business_quotes/authors/bill-clinton-quotes.htm)

Nothing of great value in this life comes easily. The things of highest value sometimes come hard. The gold that has the greatest value lies deepest in the earth, as do the diamonds.  
[Norman Vincent Peale](http://www.woopidoo.com/business_quotes/authors/norman-vincent-peale/index.htm)

People often say that motivation doesn't last. Well, neither does bathing. That’s why we recommend it daily.  
[Zig Ziglar](http://www.woopidoo.com/business_quotes/authors/zig-ziglar-quotes.htm)

Genius is 1% inspiration and 99% perspiration. Accordingly a genius is often merely a talented person who has done all of his or her homework.  
[Thomas Edison](http://www.woopidoo.com/business_quotes/authors/thomas-edison-quotes.htm)

