# bethunelogo Birchmount Park Collegiate Institute

# Birchmount Park C.I. staff believes that all students can be successful in earning credits. Varied and differentiated approaches to course work and assessments / evaluations will be utilized to support all students.

# Teacher Names: Mr. Lichtenwalter

**Course**: Information and Communication Technology in Business (BTT1O)

**Office:** Computer Science/Business

# 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.

# Learning Strategies

A variety of teaching/learning strategies will be used throughout this course. They include:

* activity-based strategies - carousel, oral presentations, debates, retelling, etc.
* co-operative learning strategies - discussions, jigsaws, think-pair-share, numbered heads, etc.
* direct-instruction strategies - advanced organizers, cloze, conferencing, demonstrations, etc.
* independent learning strategies - homework, note-taking, portfolio, reports, logs, etc.
* inquiry and research models - research process, inquiry process, etc.
* technology applications - graphics, databases, spreadsheets, media presentations, etc.
* thinking-skill strategies – brainstorming, concept mapping, visual/graphic organizers, etc.

**Learning Skills**

Since the over-riding aim of this course is to develop computer literacy in all students, a wide variety of instructional strategies are used to provide learning opportunities to accommodate a variety of learning styles, interests and ability levels.

**Course Content**

|  |  |  |
| --- | --- | --- |
| **Unit 1** | Digital Literacy | 21 hours |
| **Unit 2** | Productivity Software | 27 hours |
| **Unit 3** | Design Software | 24 hours |
| **Unit 4** | Business Communications | 20 hours |
| **Unit 5** | Ethics and Issues in Information and Communication Technology | 18 hours |

* *Units may not be taught exactly in this order; some units may overlap each other*

**Overall Curriculum Expectations:**

By the end of each unit and/or this course, students will be able to demonstrate or have knowledge of the following:

**Unit 1** **Digital Literacy**

* Terminology
* The Computer Workstation
* File Management
* The Internet
* Electronic Research

**Unit 2** **Productivity Software**

* Word Processing
* Spreadsheet
* Database

**Unit 3 Design Software**

* Presentations
* Desktop Publishing
* Web-Page Development

**Unit 4** **Business Communications**

* Business Communications Standards
* Electronic Communication
* Portfolio

**Unit 5 Ethics and Issues in Information and Communication Technology**

* Legal, Social, and Ethical Issues
* Privacy and Security Issues
* Health and Environmental Issues

**Achievement Category Weightings**

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge/Understanding** | **Thinking/Inquiry** | **Communication** | **Application** |
| 25% | 25% | 25% | 25% |

**Assessment**

**70 % = Course work Evaluation Plan**

|  |  |  |
| --- | --- | --- |
|  | **Title** | **Evaluation Type** |
| Unit 1 | Digital Literacy  | Research AssignmentsErgonomic poster/report |
| Unit 2  | Productivity Software  | Poster/In-class Assignments, Spreadsheets, Charts etc… |
| Unit 3 | Design Software | Banners, Brochures & Presentation Assignment |
| Unit 4 | Business Communications | Letters, Memos, emails |
| Unit 5 | Ethics and Issues in Information/ Communication Technology | Presentation/In-class & Research Assignments |

**30 % = Culminating activities**

* Final Project

**Board/School Policies**

* all students are expected to be in class:
* on time and prepared with binder, paper, and writing materials;
* with a positive attitude towards participation and cooperative learning;
* with assignments complete and cared for;
* all assignments will have a specific due date clearly noted and/or discussed
* students are expected to submit their assignments by the stipulated deadline. Consideration will be given to those students who are unable to meet the deadline due to extenuating circumstances.
* However, if an assignment has been discussed or returned to the class, a student cannot submit this assignment thereafter.
* Please see agenda for the school’s policy on PLAGIARIZED WORK.

**Resources**

* Google Classroom
* Students will use the Google Classroom to ***“pick up”*** assignments and ***“drop off”*** completed work for assessment/evaluation.
* Students are asked to purchase a USB storage device (anything from 256MB – 1GB) for data storage.