

SIR JOHN A. MACDONALD COLLEGIAE INSTITUTE COURSE BRIEF

Course Name	Information & Communication Technology in Business	Grade	9
Course Code	BTT10	Credit Value	1
Pre-Requisite	NONE	Or Recommended Pre-Requisite	NONE
Type of Course	OPEN		

TEXTBOOKS

Business Technology Today,
 Ellerby, Pinto, Hiltz
 ISBN 978 0 17 633545 8

REPLACEMENT COST (if lost or damaged)

\$76.95

ADDITIONAL RESOURCES/LEARNING MATERIALS

N/A

REPLACEMENT COST (if lost or damaged)

N/A

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.

Curriculum Strands/Categories (this may differ depending on discipline and level)

Knowledge and Understanding: Subject-specific content acquired in each grade/course (knowledge), and the comprehension of its meaning and significance (understanding)

Thinking: The use of critical and creative thinking skills and/or processes

Communication: The conveying of meaning through various forms

Application: The use of knowledge and skills to make connections within and between various contexts

Assessment and Evaluation of Student Achievement *

Unit	Unit Title/Description	Evaluation Task	Achievement Chart Focus
Unit 1	Digital Literacy	Information Tech Reference Manual Software Application Electronic Research Comprehensive Test	Knowledge/Understanding Thinking, Communication , Application (hereinafter called "KUTCA")
Unit 2	Productivity Software	Software Application assignment Electronic Research assignment Electronic presentation Comprehensive Test	KUTCA
Unit 3	Design Software	Desktop publishing assignment (Newsletter /Advertisement) Electronic Presentation Comprehensive Test	KUTCA
Unit 4	Business Communication	Multimedia Presentation Business Information Management Software Application Assignment Comprehensive Test	KUTCA
Unit 5	Ethics & Issues in Information Communication Technology	Ethical/Legal Issues Booklet Electronic Research/Software Application Comprehensive Test	KUTCA

Unit 6	Culminating Activities	Desktop publishing assignment Multimedia /Electronic Presentation Electronic Research assignment Software Application	KUTCA
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*Evaluation tasks are subject to change

Levels of Achievement

For Grades 9 to 12, a student's achievement of the overall curriculum expectations will be evaluated in accordance with the achievement charts in the provincial curriculum and will be reported using percentage marks.

Achievement Level	Percentage Mark Range	Achievement Description
HL4/L4+ L4 LL4/L4-	95 – 100 87 – 94 80 – 86	Level 4 identifies achievement that surpasses the provincial standard. The student demonstrates the specified knowledge and skills with a high degree of effectiveness.
HL3/L3+ L3 LL3/L3-	77 – 79 73 – 76 70 – 72	Level 3 represents the provincial standard for achievement. The student demonstrates the specified knowledge and skills with considerable effectiveness. Parents of students achieving at level 3 can be confident that their children will be prepared for work in subsequent grades/courses
HL2/L2+ L2 LL2/L2-	67 – 69 63 – 66 60 – 62	Level 2 represents achievement that approaches the provincial standard. The student demonstrates the specified knowledge and skills with some effectiveness. Students performing at this level need to work on identified learning gaps to ensure future success.
HL1/L1+ L1 LL1/L1-	57 – 59 53 – 56 50 – 52	Level 1 represents achievement that falls much below the provincial standard. The student demonstrates the specified knowledge and skills with limited effectiveness. Students must work at significantly improving learning in specific areas, as necessary, if they are to be successful in the next grade/course

Students who achieve below 50% have not met curriculum expectations; a credit will not be granted.

Learning Skills		Assessment of Learning Skills	
Responsibility		Excellent (E)	
Organization		Good (G)	
Independent Work		Satisfactory (S)	
Collaboration		Needs Improvement (N)	
Initiative			
Self-Regulation			
Weighting by Strands/Categories			
Knowledge and Understanding	30	Communication	25
Thinking	15	Application	30

Assessment and Evaluation Strategies: the following is a list of potential A/E strategies used within the course; the list may not be exhaustive and is subject to change.

Unit Questions Exercise Assignments	Homework Assignments	Think-Pair-Share Activities
Classroom Discussions	Think-Pair-Share Activities	Oral/multimedia presentations
Software Application Assignments	Guided Practice	Key Terminology Review
Posters	Electronic Research	Tests/Quizzes

CALCULATION OF FINAL MARK

- 70% for evaluations conducted throughout the course
- 30% for a Culminating Activity – the C/A will occur in the final 6 weeks of the course