

Information and Communication Technology in Business

BTT01

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, presentation software, and content creation 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.

Content

This course will feature the following units:

- Digital Literacy
- Productivity Software
- Design Software
- Business Communication
- Ethics and issues in Information and Communication Technology (ICT)

Academic Honesty

Students are expected to be academically honest and submit their own work, so that the mark received reflects their own academic achievement.

<http://www.tdsb.on.ca/portals/ward11/docs/qa%20for%20parents%20academic%20honesty.pdf>

Online Code of Conduct

Students are expected to comply with TDSB's Online Code of Conduct:

<http://www.tdsb.on.ca/aboutus/policies,proceduresforms/onlinecodeofconduct.aspx>

Expectations

Students are expected to:

- Come to class with the required materials, to use their class time effectively, and to focus on the task at hand.
- Take responsibility for their own learning, to attend all classes, and to complete required work on a daily basis.
- Treat teachers and classmates with respect at all times .
- When absent, obtaining and completing missed class work.

Missed Evaluations

In the event you do **miss an evaluation or a test due to a legitimate reason** you need to bring in a note from a parent/guardian stating that they know you missed a class and you missed an evaluation. A Doctor's note may be required. The evaluation will be rescheduled when you return to class.

Methods of instructions

Course content will be presented using the following methods:

- Short lessons and discussions
- Independent work
- Team work
- Cooperative learning

Team work

This course requires a fair amount of team discussions and collaborative work and learning, as they help improve your communication, presentation and leadership skills.

To succeed in a team:

- Do your part – contribute equally to the task.
- Ensure the involvement of all team members – do not take over the task.
- Respect all ideas of the members of your team.
- Effectively complete all tasks and assignments – meet the deadlines.
- Be productive in class.

Assessment and Evaluation of Student Learning

Your final mark in this course will be calculated based on

1. Your course work (70%), which will reflect your success on your tasks, assignments, quizzes and tests.
2. Summative evaluation (30%).

All your work will be evaluated in a balanced manner with respect to four categories:

1. Knowledge and understanding.
2. Thinking.
3. Communication.
4. Application.

These four categories should be considered as interrelated.

Contact Information

Teachers could be reached using emails.