

2021 Course Outline

Course Code: BTT 101 - Information and Communication Technology in Business (1 credit)

Teacher: Ms. Stephanie Cox (she/her)

Contact Information

Teacher Email: Stephanie.cox@tdsb.on.ca

Office: Business/Tech Office (next to room 102)

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.

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>

Evaluating Missed and Late Assignments Policy

Students are expected to submit assignments by the posted due date.

<https://drive.google.com/file/d/1-u-8oxM1hHvbqG0xd90nOb4fxCZR0R5k/view?usp=sharing>

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 homework on a daily basis.
- Treat teachers and classmates with respect at all times (i.e. not talking when the teacher is talking, etc.)
- When absent, obtaining and completing missed class work.

Students' responsibilities with respect to evidence for evaluation

Students are responsible for providing evidence of their learning within established timelines. There are consequences for not completing work, and submitting work late. A number of strategies may be used to help prevent and/or address late and missed assignments including involving parents/guardians. Ultimately, marks may be deducted for late/missed assignments, up to and including the full value of the assignment.

Accommodations

Students with IEPs or students who are or have been in an ESL program are allowed accommodations (such as extra time for example) on quizzes, projects as per Ministry Policy. Students are asked to remind the teacher in-advance of evaluations so accommodations can be programmed.

Assessment and Evaluation

To promote student success, ongoing formative assessment and feedback will be given to students. As required by the Ministry of Education, students will be assessed in the four areas of the achievement chart. The chart below provides percentages for each category.

Assessment Category	Percentage
Knowledge and Understanding	25%
Thinking	25%
Communication	25%
Application	25%

Learning Skills Assessment

Skills: Responsibility Organization Independent Work Collaboration Initiative Self-regulation	Rating Scale: E – Excellent G – Good S – Satisfactory N – Needs Improvement
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Term Work <ul style="list-style-type: none">•Based on evaluations from throughout the course. This will account for 70% of the final mark.	70%
Summative Evaluation <ul style="list-style-type: none">•Culminating Activity. This will account for 30% of the final mark.	30%

Unit Breakdown

Unit 1: Digital Literacy

1. Hardware
2. Software
3. Networking
4. File Management
5. The World Wide Web
6. Electronic Research

Unit 2: Productivity Software

1. Word Processing
2. Spreadsheets
3. Database Software

Unit 3: Design Software

1. Presentations
2. Desktop Publishing
3. Web Page Development

Unit 4: Business Communication

1. Business Communication Standards
2. Electronic Communication

Unit 5: Ethics and Issues in Information Communication Technology

1. Legal, Social and Ethical Issues
2. Privacy and Security Issues
3. Health and Environmental Issues

Unit 6: Course Culminating Project

1. Portfolio