***Oakwood Collegiate Institute***

*991 St. Clair Ave, West. Toronto, Ontario M6E 1A3 416-393-1780*

*Website:* [*http://schools.tdsb.on.ca/oakwoodci/*](http://schools.tdsb.on.ca/oakwoodci/)

***Course Outline: Information and Communication Technology in Business –***

***Grade 9***

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| ***Academic Year 2019-2020*** | | ***Teacher Name: J. Flynn*** | |
| ***Department: Business Studies -Tech*** | | ***CL / ACL: Ms. Clarke*** | |
| **Course Title** | Information and Communication Technology in Business | **Course Code** | BTT1O |
| **Prerequisite** | None | **Grade** | 9 |
| **Level** | Open | **Credit Value** | 1.0 |

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| **Course Description** |
| **Ontario Ministry of Education Document: 2006 Revised The Ontario Curriculum Grades 9 and 10 Business Studies** |
| This course introduces students to information and communication technology in a business environment and builds a foundation of digital literacy skills, use of productivity software, design software, business standards, and current events surrounding ethics and issues in information and communication technology. 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 |
| **Textbook and Other Resources:** No Text |

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| **Course Overview: Instructional Strands/Units** | | | |
| ***Unit Titles*** | ***Approximate***  ***Timeline*** | ***Unit Description*** | ***Assessment & Evaluation Tasks*** |
| Digital Literacy | Throughout Course (15 hrs) | Proficient use of various cloud based storage drives. Appropriate file, folder and sub-folder organization. Understanding hardware and software choices as they relate to desired usage. |  |
| Productivity Software | 25 hrs | Use of various word processing and spreadsheet software. |  |
| Design Software | 15 hrs | Use of graphic design software. |  |
| Business Communications | 15 hrs | Selection and use of templates and appropriate terminology and vocabulary selection suitable for various environments. |  |
| Ethics and Issues in Information and Communication Technology | Throughout Course (15 hrs) | Use of current developments surrounding ethical issues in the area of communication technology. |  |

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| **Learning Supports for Students** |
| Supports for Students with Individual Education Plans (IEP’s)  Subject teachers provide accommodations and modifications as outlined on student IEP’s. Supports may include: organizational support, additional time, graphic organizers, reduced work load, chunking of information, note-taking assistance, assistive technology (computer), preferential seating. |
| Extra Help   * Teachers post the time that they are available for extra help in their classrooms. Students are encouraged to speak with their teachers to arrange other times as required. * Students can also see their Guidance Counselor for information on other academic supports available. |

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| **Student Evaluation Criteria** | | | |
| **Term Work** | | **Culminating Activities** | |
| **Curricular Strands** | |
| Knowledge/Understanding | 15% | Final Project | 30% |
| Inquiry/Thinking | 10% |  |  |
| Communication | 10% |  |  |
| Application | 35% |  |  |
| *Term Work 70%* | | *Culminating Activity Total 30%* | |

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| **Report Card Schedule** | | | | |
|  | **1st Report Card** | **Interim Report Card** | **2nd Report Card** | **Final**  **Report Card** |
| **Report Cards** | Nov. 20, 2019 | Feb. 7, 2020 | April 16, 2020 | June 28, 2020 |
| **Parent-Teacher Interviews** | Nov. 28, 2019 | Feb. 13, 2020 |  |  |

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| **Assessment of Learning Skills** |
| **Independent Work** – Uses class time appropriately to complete tasks |
| **Collaboration** – Accepts various roles and an equitable share of work in a group. Assists others when asked and asks for help when needed. Works to keep a safe lab atmosphere. |
| **Organization** - Arrives to class prepared and on time, meets deadlines with quality work and maintains a complete log of tasks and deadlines. |
| **Responsibility** – Fulfils responsibilities and commitments within the learning environment |
| **Initiative** – Looks for and acts on new ideas and opportunities for learning |
| **Self-Regulation** – Sets own individual goals and monitors progress towards achieving them |

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| **Department Expectations, Policies and Procedures** |
| Daily attendance is vital for success in Business courses. Students are expected to arrive on time for every class and be prepared to work.  **PUNCTUALITY** – When the bell rings, students are expected to be at their desks and ready to begin. If you do arrive late enter the lab without disturbing the rest of the class.  **ATTENDANCE** – If students are absent, they are expected to bring a note explaining the absence and to complete missed work on their time.  **ACADEMIC HONESTY / PLAGIARISM**: page 15 of your agenda detail policies regarding academic honesty.  **FOLLOW THE BEHAVIOUR EXPECTATIONS** – Please see the agenda pages 8-10 |