

# RICHVIEW COLLEGIATE INSTITUTE

## Student Course Outline/Parent Information Sheet (2015-2016)

<b>Program Area:</b>	Business Studies	<b>Course:</b>	Information and Communication Technology in Business
<b>Course Code:</b>	BTT 101	<b>Level:</b>	Open
<b>Credit Value:</b>	1.00	<b>Prerequisite:</b>	None
<b>Teachers:</b>	Mr. Eng <a href="mailto:brian.eng@tdsb.on.ca">brian.eng@tdsb.on.ca</a>	Dr. Gehbauer <a href="mailto:peter.gehbauer@tdsb.on.ca">peter.gehbauer@tdsb.on.ca</a>	

**Additional Course Costs:** \$10.00 consumables

### **Textbook(s)/Resources:**

Supplemented Course Material

### **COURSE DESCRIPTION:**

This course introduces students to information and communication technology in the 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 (UNITS) and OVERALL EXPECTATIONS:**

#### **UNIT 1: Digital Literacy**

By the end of this course, students will:

- demonstrate an understanding of the terminology associated with information and communication technology;
- demonstrate an understanding of the computer workstation environment;
- manage electronic files and folders;
- analyse options for accessing the Internet;
- apply effective techniques when conducting electronic research.

#### **UNIT 2: Productivity Software**

By the end of this course, students will:

- use word processing software to create common business documents;
- use spreadsheet software to perform a variety of tasks;
- manage information, using database software.

#### **UNIT 3: Design Software**

By the end of this course, students will:

- use presentation software to create and deliver effective presentations;
- use desktop publishing software to create publications;
- demonstrate an understanding of the uses and design of effective websites, and develop their own web pages.

#### **UNIT 4: Business Communications**

By the end of this course, students will:

- demonstrate an understanding of the characteristics of effective business documents and communications;
- use appropriate technology to facilitate effective communication;
- maintain a portfolio of exemplary work that illustrates their skills in information and communication technology, including the ability to create effective business communications.

#### **UNIT 5: Ethics and Issues in Information and Communication Technology**

By the end of this course, students will:

- demonstrate an understanding of legal, social, and ethical issues relating to information and communication technology;
- analyse privacy and security issues relating to information and communication technology;
- assess the impact of information and communication technology on personal health and the environment.

## Assessment and Evaluation

Assessment and evaluation are based on the expectations and levels of achievement outlined in the provincial curriculum document for each subject. A wide range of assessment and evaluation opportunities allows students to demonstrate their learning in a variety of ways. This information provides the basis for reporting student grades on the Provincial Report Card.

A final mark will be calculated using the following categories.

### 70% Course Evaluation (based on the following % breakdown of categories/strands):

*All four achievement categories/strands do not need to be evaluated in each evaluation task.*

Communication (30%)	Knowledge/Understanding (20%)	Thinking and Inquiry (20%)	Application/Making Connections (30%)
Written Assignments/Projects Reflections	Quizzes Unit Tests	Research Projects Presentations	Daily Exercises Presentations

### 30% Final Evaluation (based on the above % breakdown of categories/strands):

**Components of Summative Evaluation:** **Final Project:** a portfolio of products related to a business idea\*



\* A detailed explanation of the culminating activity/activities will be distributed to students in the class.

**Learning Skills:** the report card provides a record of the learning skills, demonstrated by the student in every course in the following **six** categories: **Responsibility, Independent Work, Initiative, Organization, Collaboration, Self-Regulation**. The learning skills are assessed using a four-point scale (E-Excellent, G-Good, S-Satisfactory, N-Needs Improvement).

Please refer to the Student Agenda Planner for details regarding the Achievement Chart and Learning Skills.

**It is imperative that all students adhere to "Richview's Evaluation Policy" regarding their 70% Term Work and 30% Culminating Activities.**

Course Web Site:

<http://brainfood-online.ca/moodle>

