

PROGRAM AREA: Business Studies	COURSE NAME: Information and Communication Technology in Business
COURSE CODE: BTT1O1	GRADE/LEVEL: Grade 9, Open
PREREQUISITE: N/A	CREDIT VALUE: 1.0
TEACHER: Mrs. Markakos	CONTACT DETAILS: georgia.markakos@tdsb.on.ca

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:

The course has five strands. Instruction and learning related to the expectations in strand A are to be interwoven with instruction and learning related to expectations from the other four strands B–E.

Strand A: Digital Literacy

Overall Expectations:

- 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.

Strand B: Productivity Software

Overall Expectations:

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

Strand C: Design Software

Overall Expectations:

- 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.

Strand D: Business Communications

Overall Expectations:

- 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.

Strand E: Ethics and Issues in Information and Communication Technology

Overall Expectations:

- 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:

Communication 25%	Knowledge and Understanding 25%	Thinking and Inquiry 25%	Application 25%
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Formative Evaluation:

(70% of the final mark will be based on evaluations conducted throughout the course) All four achievement categories will not necessarily be evaluated in each evaluation task.

Summative Evaluation:

(30% of the final mark will be based on a final evaluation in the form of culminating activities). Summative evaluations will be assessed using the same percentage breakdown of achievement chart categories as shown above.

Components of Summative Evaluation:

1. Creating a Business 30%

Students' Responsibilities for Assessments:

Students are responsible for providing evidence of their learning within established timelines, and there are consequences for cheating, plagiarizing, not completing work, and submitting work late.

Missed Assessments

1. Students who know ahead of time that they will miss an assessment are expected to discuss the situation beforehand with your teacher to avoid getting a zero on the assessment that they have missed.
2. Students who miss an assessment (test, quiz, presentation, assignment, summative) for an unauthorized reason will lose the opportunity to complete the assessment and will receive a mark of zero for the assessment.

Learning Skills:

The report card provides a record of the learning skills, demonstrated by the student in every course in the following six categories: Works Independently, Teamwork, Organization, Work Habits/Homework, Initiative and Self-Regulation. The learning skills are evaluated 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.

Shopping List:

Students are expected to come to class prepared and require the following resources:

- 1" (2.5cm) 3-ring binder (put this course outline in your binder as the very first page in section 1.)
- 8 divider pages; 50 pages of lined paper
- USB memory stick (recommend USB3, 4GB or more; bring to each class)
- Lanyard (attach memory stick to the lanyard)
- Neatly print your name on your memory stick using a permanent fine-point *Sharpie*