

RICHVIEW COLLEGIATE INSTITUTE

Student Course Outline/Parent Information Sheet (2017-2018)

Program Area:	Business Studies	Course:	Information and Communication Technology in Business
Course Code:	BTT1O1	Level:	Open
Credit Value:	1.00	Prerequisite:	None
Teachers:	Dr. Gehbauer Peter.Gehbauer@tdsb.on.ca	Ms. Lasan Natasa.Lasan@tdsb.on.ca	Mr. Sloan Ryan.Sloan@tdsb.on.ca

Additional Course Costs: \$10.00 consumables

Learning Materials: Learning materials are shared with students via the course website. There is no formal textbook.

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.

COURSE EXPECTATIONS

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.

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.

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.

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.

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

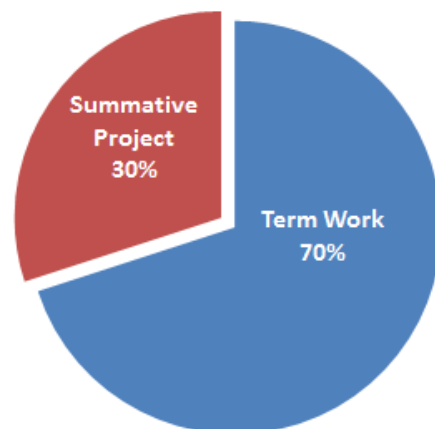
Grades

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.

The summative project requires students to demonstrate their learning by creating a portfolio of a number of different products, each related to the same business concept. A detailed explanation of the culminating activity/activities will be distributed to students in the class.

Both the term work and the summative project will be evaluated using the following categories:



Communication Skills (30%)	Knowledge (20%)	Thinking (20%)	Applying (30%)
writing tasks	quizzes	research projects	hands-on activities
in-class presentations	tests	design activities	presentations
written personal reflections of learning		presentations	

Learning Skills

The mark assigned in a course is a reflection of student academic achievement. Learning skills, reported on report cards, indicate the degree to which students demonstrate:

- Responsibility
- The ability and willingness to engage purposefully in independent work
- The willingness and ability to take initiative
- Personal organization
- The ability and willingness to positively collaborate with others in their learning environment
- The ability and willingness to self-regulate personal behaviour

Each of the six learning skills is assessed and reported using a four-point scale: *excellent*, *good*, *satisfactory* and *needs improvement*. Please refer to the new online Student Agenda Planner for details regarding the Achievement Chart and Learning Skills. It is imperative that all students adhere to the *Richview Evaluation Policy* regarding their 70% term work and 30% culminating activities.

SHOPPING LIST

Students are expected to come to class prepared and require the following resources before the start of the second week of school:

- 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*

COURSE WEB SITE

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

