



Teacher(s): TBA

Course: Information and Communication Technology in Business (BTT10)

Office: Business/Technological Studies

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.

Learning Strategies

A variety of teaching/learning strategies will be used throughout this course. They may include:

- activity-based strategies - carousel, oral presentations, debates, retelling
- co-operative learning strategies - discussions, jigsaws, think-pair-share, numbered heads
- direct-instruction strategies - advanced organizers, cloze, conferencing, demonstrations
- independent learning strategies - homework, note-taking, portfolio, reports, logs
- inquiry and research models - research process, inquiry process
- technology applications - graphics, databases, spreadsheets, media presentations
- thinking-skill strategies – brainstorming, concept mapping, visual/graphic organizers

Learning Skills

Since the over-riding aim of this course is to develop computer literacy in all students, a wide variety of instructional strategies are used to provide learning opportunities to accommodate a variety of learning styles, interests and ability levels.

Course Content

Unit 1	Digital Literacy	21 hours
Unit 2	Productivity Software	27 hours
Unit 3	Design Software	24 hours
Unit 4	Business Communications	20 hours
Unit 5	Ethics and Issues in Information and Communication Technology	18 hours

- *Units may not be taught exactly in this order; some units may overlap each other*

Overall Curriculum Expectations:

By the end of each unit and/or this course, students will be able to demonstrate or have knowledge of the following:

Unit 1 Digital Literacy

- Terminology
- The Computer Workstation
- File Management
- The Internet
- Electronic Research

Unit 2 Productivity Software

- Word Processing
- Spreadsheet
- Database

Unit 3 Design Software

- Presentations
- Desktop Publishing
- Web-Page Development

Unit 4 Business Communications

- Business Communications Standards
- Electronic Communication
- Portfolio

Unit 5 Ethics and Issues in Information and Communication Technology

- Legal, Social, and Ethical Issues
- Privacy and Security Issues
- Health and Environmental Issues

Achievement Category Weightings

Knowledge/Understanding	Thinking/Inquiry	Communication	Application
30%	25%	15%	30%

Assessment and Evaluation

70 % = Course work Evaluation Plan

	Title	Evaluation Type	Category
Unit 1	Digital Literacy	Test/Research Assignments Ergonomic poster/report	K/U/T T/C/App
Unit 2	Productivity Software	Test/Poster/In-class Assignments	K/U/App/ C
Unit 3	Design Software	Web Page, Business Portfolio & Presentation Assignment	T/App/C
Unit 4	Business Communications	In-class Assignment	K/U
Unit 5	Ethics and Issues in Information/ Communication Technology	Presentation/In-class & Research Assignments	T/App/C

30 % = Culminating activities

- Final Project

Board/School Policies

- all students are expected to be in class:
 - on time and prepared with binder, paper, and writing materials;
 - with a positive attitude towards participation and cooperative learning;
 - with assignments complete and cared for;
- all assignments will have a specific due date clearly noted and/or discussed
- students are expected to submit their assignments by the stipulated deadline. Consideration will be given to those students who are unable to meet the deadline due to extenuating circumstances.
- However, if an assignment has been discussed or returned to the class, a student cannot submit this assignment thereafter.
- Please see agenda for the school's policy on PLAGIARIZED WORK.

Resources

- Students will be given reference material as handouts in class.
- Students will also be able to access the school's network where they can **"pick up"** assignments and **"drop off"** completed work for assessment/evaluation.
- Students are asked to purchase a USB storage device (anything from 256MB – 1GB) for data storage.