



Information and Communication Technology in Business

BTT10F

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OVERVIEW: 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.

TOPIC	DESCRIPTION
Digital Literacy	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 & Issues in Information and Communication Technology	<ul style="list-style-type: none"> 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.

Evaluation

Term	Final						
<p>Student work and performance will be assessed and evaluated upon the curriculum's overall learning expectations for the course.</p> <p><u>When work is assessed,</u> comments will be made on student work as feedback to support the student's ongoing learning and improvement. Examples of assessment may include observations, informal quizzes, rough drafts of assignments, homework, presentations and class discussions</p> <p><u>When work is evaluated,</u> a level will be assigned to student work according to a rubric or marking scheme. Examples of evaluations may include formal quizzes, unit tests, case studies, assignments, presentations, summative tasks and a final exam.</p>	<table> <tr> <td>Term Work</td> <td>70%</td> </tr> <tr> <td>Summative Tasks</td> <td><u>30%</u></td> </tr> <tr> <td>Final Mark</td> <td>100%</td> </tr> </table>	Term Work	70%	Summative Tasks	<u>30%</u>	Final Mark	100%
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ACCOMMODATIONS: The Social Science & Business Studies department makes every effort to accommodate the identified needs of exceptional students and will attempt to differentiate curriculum delivery methods, student modes of expression, and assessment methods as recommended by the student's individual education plan (IEP).

OTHER: Please see **Student Planner** for policies on punctuality, absenteeism, examinations, academic fraud, and other student responsibilities.