



Course: BTT10 Information and Communication Technology in

Business (Grade 9, Open)

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.

PREREQUISITE: NONE

STRAND	OVERALL EXPECTATIONS
	<i>By the end of this course, students will:</i>
A: 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.
B: 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.
C: Design Software	<ul style="list-style-type: none"> • use presentation software to create and deliver effective presentations; • use desktop publishing software to create publications;⁴ • demonstrate an understanding of the uses and design of effective websites, and develop their own web pages.
D: 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.
E: Ethics and Issues	<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 based upon the curriculum's overall learning expectations for the course outlined by the Ministry of Education.</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, or student /teacher discussions.</p> <p><u>When work is EVALUATED</u>, a level or percentage grade will be assigned to student work according to a rubric or marking scheme. Examples of evaluations may include formal quizzes, unit tests, mid-terms, lab reports, assignments, and final evaluation task(s).</p>	<p>Term Work 70% <i>(ex. Quizzes, Presentations, Debates, Essays, etc.)</i></p> <p>Final Evaluation(s) <i>(Exam and/or other means of evaluating achievement -i.e.- project, interview...)</i> 30%</p> <p>Total Mark Allocation: 100%</p>

REQUIRED MATERIALS:

It is recommended that all students have the required learning materials (such as a three ring binder, lined paper, pens, pencils, and erasers) to ensure student success. Students are welcome to bring their own tablet, laptop or other Wifi compatible devices, but are responsible for their safety and storage while on school property. Students are responsible for all of their personal property and may use these devices to enhance learning, **at the teacher's discretion.**

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

COMMUNICATION:

The staff at Osgoode Township High School is *committed to the success of all students*. Students are strongly encouraged to seek extra help from the teacher, both in and out of the classroom when necessary. Please feel free to contact the school at (613)821-2241 if you have any questions or concerns.