



Information and Communication Technology in Business Grade 9/10 - BTT10 Course Profile Outline

Course Description/Rationale/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

Class Requirements:

Student Responsibility

Students must seek assistance from the teacher and fellow students for all work missed due to absence and must make arrangements to complete missed work.

Course Requirements/Department Policies

Late assignments

Late assignments must be accompanied with a note signed by a parent or guardian stating the reason for tardiness of the assignment. The note must list the due date of the assignment and the actual date of submission. If an assignment is handed in after it has been taken up/handed back, the student may not receive a mark for it.

Missed Tests

It is the student's responsibility to make arrangements, ahead of time, for any tests/quizzes that are missed. If a student misses a test/quiz for an unforeseen reason such as illness, the student must bring a note signed by a parent or guardian and be prepared to write the test/quiz immediately upon return to school.

Evaluation

Assignments, projects, quizzes, tests, culminating activity and final examination

Curriculum Strands	Achievement Categories	Learning Skills
1. Digital Literacy 2. Productivity Software 3. Design Software 4. Business Communications 5. Ethics and Issues in Information and Communication Technology	<ul style="list-style-type: none"> • Knowledge and understanding 20% • Application 15% • Thinking and Inquiry 20% • Communication 15% 	<ul style="list-style-type: none"> • Initiative • Work Habits and Homework • Organization • Independent work • Teamwork

Evaluation		FINAL MARK	
Assignments	40% (approximately)	Term work	70%
Quizzes and Tests	30% (approximately)	Culminating Activity	10%
Culminating Activity	10%	Summative activity	20%
Final Evaluation	20%		

Resources

Textbook: *Business Technology Today*. Nelson. (2013).

Supplementary Teaching Materials

Worksheets organized by the teacher

Course Outline

1. Digital Literacy (20 hours)

By the end of the course, student will:

1. Be able to use information and communication technology
2. Demonstrate proper use of a workstation
3. Manage electronic files and folders
4. Apply effective techniques when conducting electronic research

2. Productivity Software (25 hours)

1. Be able to use Microsoft Word
2. Be able to use Microsoft Excel

3. Design Software (25 hours)

1. Be able to use Power Point
2. Be able to use Publisher

4. Business Communications (25 hours)

1. Apply appropriate technology to facilitate effective business communication
2. Maintain a portfolio of a variety of work to demonstrate their skills in information and communication technology

5. Ethics and Issues in Information and Communication (15 hours)

1. Examine and analyze the legal, social, and ethical issues relating to privacy and security issues
2. Assess the impact of communication and information technology on personal health and the environment.