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|  |  | **Course Outline and Evaluation Summary**Course Code: **BTT1O1** |  |
|  | Title of Course: **Information and Communication Technology in Business**   | 416-395-3210 |
|  | Department: **Business** |  |

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| **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. |

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| **Course Evaluation** |
| Course evaluations incorporate one or more of the achievement categories (KICA). A brief description of each category can be found [here](https://www.dcp.edu.gov.on.ca/en/assessment-evaluation/categories-of-knowledge-and-skills). The final grade is calculated using the weighted percentages below. |
| **Term Work:** | **A variety of tasks where you show your learning and have marks assigned using the Achievement Categories/Strands** | **Summative****Evaluation:** | **Marked summative tasks which assess your learning on the entire course** |
| 70% | 25% | Knowledge & Understanding | 30% | 30% | Culminating Task |
| 25% | Thinking & Inquiry |
| 25% | Application | N/A | Final Exam  |
| 25% | Communication |

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| **Learning Skills** |
| Learning skills provide information to help students understand what skills, habits and behaviors they need to work on to be successful. These are not connected with any numerical mark. A brief description of each skill can be found [here](http://www.edu.gov.on.ca/eng/policyfunding/growsuccess.pdf#page=17). **Responsibility, Organization, Independent Work, Collaboration, Initiative and Self-Regulation**E – Excellent G – Good S – Satisfactory N – Needs Improvement |

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| **Required Materials** |
| Any educational resource required for this course will be provided by the school. It is the student’s responsibility to come to class with these materials.  |

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| **School/Departmental/Classroom Expectations** |
| **Attendance:** The student is expected to attend class on time. Parents/guardians will be contacted if lates/attendance becomes an issue/hindrance. If the student knows about an absence in advance, they should contact the teacher.**Plagiarism/Cheating:** A mark of 0 will be assigned for any work submitted that does not belong to the student. A mark of 0 will be assigned to a student who was found to have cheated. Parents/guardians will be informed.**Missed Work:** If a student is absent from class, (e.g. illness, sports team) it is **their** responsibility to find out what they have missed and to catch up. The student is responsible for completing all of the work that was missed due to an absence. If a student misses an assignment or test without a legitimate explanation and documentation, marks up to and including the full value of the evaluation may be deducted. Make-up tests must be arranged to be written.**Late Work:**  Late work may result in a deduction of marks up to and including the full value of the evaluation. |

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| **Course Assessment Tasks** |
| ***Unit/Topic/Strand*** | ***Big Ideas*** | ***Major Assignments / Evaluations*** | ***Estimated Duration*** |
| Unit 1: Digital Literacy and Office Basics | * understanding terminology associated with information and communication technology
* understanding and using the computer workstation environment
* managing electronic files and folders;
* analyzing options for accessing the Internet
* using effective techniques when conducting electronic research
 | * Unit project
* unit test
 | 18 classes |
| Unit 2: Productivity Software | * using word processing software to create common business documents
* using spreadsheet software to measure and accomplish business goals
* managing information using database software
 | * Small unit assignments
* Major unit project
 | 18 classes |
| Unit 3: Design Software | * using presentation software to create and deliver effective presentations
* using desktop publishing software to create publications
* using and designing effective websites
 | * Presentation
* Major unit project
 | 18 classes |
| Unit 4: Business Communication | * crafting effective business documents and communications
* using appropriate technology to facilitate effective communication
 | * Unit test
* small unit assignments
 | 18 classes |
| Unit 5: Ethics and Issues in Business Tech | * understanding legal, social, and ethical issues relating to information and communication technology;
* navigating privacy and security issues relating to information and communication technology
* the impact of information and communication technology on personal health and the environment

  | * Research assignment
* unit test
 | 18 classes |
| Culminating Task(s) | * Culminating project
 | * A multi-stage final project drawing on elements of all five units
 | 5 classes |