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**BTA3O1- 2018/2019** Communication Technology: The Digital Environment

# **BTA3O1**

**Evaluation Profile & Outline**

## Earl Haig

Secondary School

Course Description/Rationale/Overview:

This course explores information technology in the modern business environment. This includes business software applications such as word processing, desktop publishing, databases, spreadsheets, and presentation software. Through assignments, instructions and use of electronic research tools, students will become familiar with business etiquette and conventions, modern business document formats, applications, communications, and career possibilities.

**Course Requirements/Department Policies**

Late Assignments

Assignments are expected to be submitted at the beginning of the period on the due date. At the discretion of the teacher, late assignments may not be accepted or mark penalties may be given.

Missed Evaluations

It is the student’s responsibility to make arrangements, ahead of time, for any evaluations that are missed. If the teacher is notified of a student’s absence from an evaluation BEFORE the evaluation, special arrangements may be made with the student regarding the missed evaluation.

#### Assessment Strategies

* Assignments, projects and presentations
* Tests and Quizzes
* *Summative Assessment* – A large project that requires demonstration of all skills learned through the year

**Learning Skills:**

* Works Independently
* Team work
* Organization
* Work Habits
* Initiative

**Curriculum strands:**

* Ergonomics
* Software Applications
* Communications
* Electronic Research
* Jobs and Careers

Achievement Categories and Weighting

Knowledge and Understanding 30%

Thinking and Inquiry 20%

Communication 20%

Application 30%

**Evaluation**

TERM MARK BREAKDOWN

Each term mark will be based on tests, quizzes,

assignments of various types, homework checks

FINAL MARK

Year’s Work: 70%

Final Summative Evaluation 30%

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###### Course Outline

* **Ergonomics – features and importance of the ergonomic workplace**
* **Desktop publishing – terms, techniques for enhancing/creating various types of documents**
* Business documents – modern formats, specific purposes
* Parts and functions of a computer system
* Spreadsheets, databases – sort/select/merges
* Presentation software

##### Department Attendance Policy

Attendance and punctuality are very important. You are expected to be punctual and present on a regular basis. You should come to class prepared with the necessary materials i.e. pen, notebook, other. In this course, when you are absent from class, **regardless of the reason**, you must sign in the attendance binder the reason for your absence and present a note to your teacher validating your absence.

**Lates** – You and your materials should be in class within the first 5 minutes of the start of class time. If you are detained by a teacher or parent, have that person provide a note to you to be presented to your teacher upon entering class. When you arrive late, you have missed the introduction to the **day’s lesson and you disrupt the ongoing lesson.**

**Absence from Class** – *Definition: Absent = not present for most of class time.*

**You** are responsible for all the work missed during your absence. Having the home telephone number of one or two people in the class is helpful to keep you up-to-date. Find out what you have missed PRIOR to your return to class. Come to class prepared to join in with class progress.

A valid note is required following an absence. Students under 18 years of age, must bring a note signed by their parents.

Absence from a scheduled evaluation: It is the student’s responsibility to notify the teacher, prior to the evaluation, the reasons for the absence. If this is done, the teacher may make special arrangements for a make up evaluation. If the student does not notify the teacher in advance of a missed evaluation, the student will not be able to have a make up evaluation. **In the case of illness or unavoidable emergency, you must call the business office 416 395 3210 Ext. 20105 on the day of the evaluation and leave a detailed message** with the following information: your name, teacher’s name and the reason why you cannot write the test. Be sure to write down the name of the person with whom you speak in case there is a problem and we have to verify your message. If no one answers the telephone, leave a message on the voice mail. If you fail to do this, there is will be no make up evaluation. Once your message is received, your teacher will phone you and make arrangements with you. If you have not heard from your teacher, it is probably because your teacher does not know you called – call again.

Absence from a surprise test or collection of work – If this occurs, your reason for the absence will be taken into consideration and dealt with on an individual basis.

##### Late Assignment/Make-up Policy

Assignments/projects must be handed in at the start of class on the due date. If the student cannot be in class due to a predetermined event i.e. field trip, medical appointment, etc. the assignment must be submitted before the due date. In extenuating circumstances, extension must be authorized by the teacher and an extension request form completed by the student and signed by the parent/guardian in advance of the due date

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**Course Evaluation Statement**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I have read the Evaluation Profile and Outline.*

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 (Parent’s/Guardian’s Signature) Date

 (Circle: Mother / Father / Guardian)

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