

# Information Technology Application in Business BTA301

<p><b>Course Description:</b></p> <p>This course provides students with the opportunity to develop the information technology skills and knowledge required in a business. Students learn about the information technology work environment, use industry-standard software, conduct electronic research, investigate electronic business, and explore occupations and postsecondary programs that require information technology skills. Increasing reliance on computers, telecommunication networks, and information technologies in society and the workplace makes it essential for students to become computer literate and to develop “information literacy” skills. Information literacy is the ability to access, select, gather, critically evaluate, create, and communicate information, and to use the information obtained to solve problems and make decisions. In preparation for further education, employment, citizenship, and lifelong learning, students must be capable of deriving meaning from information by using a wide variety of information literacy skills..</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b>Level:</b></td> <td style="padding: 2px;">Open</td> </tr> <tr> <td style="padding: 2px;"><b>Credit Value:</b></td> <td style="padding: 2px;">1.0</td> </tr> <tr> <td style="padding: 2px;"><b>Pre-requisite:</b></td> <td style="padding: 2px;">BTT</td> </tr> <tr> <td style="padding: 2px;"><b>Department:</b></td> <td style="padding: 2px;">Business</td> </tr> <tr> <td colspan="2" style="padding: 5px 5px 0 5px;"><hr/></td> </tr> <tr> <td style="padding: 2px;"><b>Course Fees:</b></td> <td style="padding: 2px;">None</td> </tr> </table>	<b>Level:</b>	Open	<b>Credit Value:</b>	1.0	<b>Pre-requisite:</b>	BTT	<b>Department:</b>	Business	<hr/>		<b>Course Fees:</b>	None
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<b>Course Fees:</b>	None												

<p><b>Textbooks &amp; Resources:</b></p> <ul style="list-style-type: none"> <li>• Growing Success: Assessment, Evaluation and Reporting in Ontario Schools</li> <li>• The Ontario Curriculum, Grades 11 and 12: Business Studies, 2006 (revised)</li> <li>• Computer lab</li> </ul>
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<p><b>Course Evaluation:</b> Student Evaluation consists of three components...</p>					
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<p><b>1) Learning Skills &amp; Work Habits:</b> Students are evaluated on 6 Learning Skills &amp; Work Habits. They are:</p> <ul style="list-style-type: none"> <li>• Responsibility</li> <li>• Organization</li> <li>• Independent Work</li> <li>• Collaboration</li> <li>• Initiative</li> <li>• Self-Regulation</li> </ul>	<p>These six attributes are evaluated on a scale of Excellent (E), Good (G), Satisfactory (S) &amp; Needs Improvement (N) and reported on the report card. They <b>are not</b> included in the course mark, unless specified in the curriculum expectations.</p>				
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<p><b>2) Term Mark (Assessment of Learning):</b> Student performance standards for knowledge and skills are described in the curriculum Achievement Chart. The curriculum is assessed in four categories:</p> <ul style="list-style-type: none"> <li>• Knowledge and Understanding 20%</li> <li>• Thinking and Inquiry 15%</li> <li>• Communication 15%</li> <li>• Application 20%</li> </ul>	<p>Evaluation of these four categories generates the term mark. The term mark accounts for 70% of the final mark.</p> <p><b>It is the student’s responsibility to submit evidence of learning.</b></p>				
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<p><b>3) Final Evaluation (Assessment of Learning):</b> The final evaluation, administered at or towards the end of the course is based on the evidence shown to the right. The final evaluation accounts for 30% of the final mark.</p>	<p>The final evaluation consists of:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Independent Study Unit</td> <td style="text-align: right; padding: 2px;">10 %</td> </tr> <tr> <td style="padding: 2px;">Exam</td> <td style="text-align: right; padding: 2px;">20 %</td> </tr> </table>	Independent Study Unit	10 %	Exam	20 %
Independent Study Unit	10 %				
Exam	20 %				
<p><b>Final Mark = 70% Term Mark + 30% Final Evaluation</b></p>					
<p>For a detailed description on Course Evaluation, see “How Did I Get That Mark!” at <a href="http://www.satec.on.ca">www.satec.on.ca</a></p>					

<p><b>Course Conduct Policies:</b> See Student Agenda.</p>
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**Course Outline:**  
**Please retain this page in the front of your notebook for future reference.**



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## Information Technology Application in Business BTA301

Unit	Description	Approximate Length	Major Unit Evaluation
1	The Business Workstation - Introductory Information Technology - Hardware issues -The personal computer	2 weeks	Assignments Presentation Unit test
2	Business Applications -Files management - Business software use and techniques -Software selection and business document production: ----->Word, Excel, PowerPoint & Database - Access	6 weeks	Assignments Presentation Unit test
3	Electronic Research and Internet Webpage Design - Introduction to the internet - Electronic research and communication - Information Validation Using Presentation Software - Webpage development	3 weeks	Project
4	Security and Societal Issues - Ethical issues - Laws and security - Health and Safety	2 weeks	Case study
5	Career Resources and Opportunities - Post secondary Career Opportunity - Career Portfolio - The Growth Plan	2 weeks	Portfolio
6	E-Business - The concept of E-Business - The impact of electronic business - Creating a mock E-Business Websites	2 weeks	Assignment

**Note: The order of the units of study may change due to student needs and resources available during the course.**

### General Information:

- A. Hardware and software terms
  1. About The Human Internet – A search engine with an excellent section on computer terms.  
<http://www.about.com>
  2. Intel corporation education site – This is a resource for information on hardware; information on their education kit and a newsletter for educators.
  3. Intel E-Business Site – A wealth of information on current e-business technologies and trends.  
<http://www.intel.com/eBusiness/home.htm>
- B. Software Training from Microsoft Corporation  
Microsoft Office Training Website
- C. Webpage Development  
Html Tutorials -This website, created John C. Gilson, a Mathematics Department Head at Pauline Johnson Collegiate in Brantford, teaches people to design their own websites.  
<http://www.bfree.on.ca/HTML>
- D. Extra help can be obtained from teacher upon request
- E. A Business Certificate is awarded if four (4) or more Business Courses are taken throughout the 4 years at SATEC.