

Information and Communication Technology in Business BTT201

<p>Course Description:</p> <p>The Information and Communication Technology in Business course prepares students for a world of business and communication that relies on electronic technology. Rapid changes in information and communication technology have influenced all aspects of our lives, and the operations of business have been particularly affected. Students will benefit from the knowledge and skills they acquire in this course, whether their goal is to understand the effects of technology on business or to gain practical skills using application software that will benefit them throughout their studies and in their careers. This course would be particularly helpful for students who intend to take information and communication technology courses in Grades 11 and 12.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Level:</td> <td style="padding: 2px 5px;">Open</td> </tr> <tr> <td style="padding: 2px 5px;">Credit Value:</td> <td style="padding: 2px 5px;">1.0</td> </tr> <tr> <td style="padding: 2px 5px;">Pre-requisite:</td> <td style="padding: 2px 5px;">None</td> </tr> <tr> <td style="padding: 2px 5px;">Department:</td> <td style="padding: 2px 5px;">Business</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; padding: 2px 5px;">Course Fees: None</td> </tr> </table>	Level:	Open	Credit Value:	1.0	Pre-requisite:	None	Department:	Business	Course Fees: None	
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<p>Textbooks & Resources:</p> <ul style="list-style-type: none"> • Growing Success: Assessment, Evaluation and Reporting in Ontario Schools • The Ontario Curriculum, Grades 9 and 10: Business Studies, 2006 (revised) • www.samsa.biz, http://btt1o1.wikispaces.com/, • A GUIDE TO MICROSOFT OFFICE 2003: for Information and Communication Technologies

<p>Course Evaluation: Student Evaluation consists of three components...</p>					
<p>1) Learning Skills & Work Habits: Students are evaluated on 6 Learning Skills & Work Habits. They are:</p> <ul style="list-style-type: none"> • Responsibility • Organization • Independent Work • Collaboration • Initiative • Self-Regulation 	<p>These six attributes are evaluated on a scale of Excellent (E), Good (G), Satisfactory (S) & Needs Improvement (N) and reported on the report card. They are not included in the course mark, unless specified in the curriculum expectations.</p>				
<p>2) Term Mark (Assessment of Learning): 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"> • Knowledge and Understanding 20% • Thinking and Inquiry 10% • Communication 20% • Application 20% 	<p>Evaluation of these four categories generates the term mark. The term mark accounts for 70% of the final mark.</p> <p>It is the student's responsibility to submit evidence of learning.</p>				
<p>3) Final Evaluation (Assessment of Learning): 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 5px;">Practical Evaluation</td> <td style="text-align: right; padding: 2px 5px;">15 %</td> </tr> <tr> <td style="padding: 2px 5px;">Exam</td> <td style="text-align: right; padding: 2px 5px;">15 %</td> </tr> </table>	Practical Evaluation	15 %	Exam	15 %
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Exam	15 %				
<p>Final Mark = 70% Term Mark + 30% Final Evaluation</p>					
<p>For a detailed description on Course Evaluation, see "How Did I Get That Mark!" at www.satec.on.ca</p>					

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



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Course Outline:

Unit	Description	Approximate Length	Major Unit Evaluation
1	<p>Digital Literacy: We will be examining Information Technology as it relates to the world of business. Your teacher will give you in-class lessons on all the units that make up this wonderful course. The activities you see in checklists are meant to be done in order. Most of the work can and should be done in class. Your teacher will collect some or all of the activities for evaluation.</p>	2 weeks	<p>Hardware assignment Software assignment Building a super computer Power Point. Computer Terms Journal Networking Journal.</p>
2	<p>Ethics and Issues in Information and Communication Technology: Acceptable Advertising, Artificial Intelligence, Browser Hijacking, Censorship, Copyright Credit Card Fraud, CyberEthics: Rights and Responsibilities in Cyberspace, Databanks, Employee Monitoring, Hacking, Identity Theft, Intellectual Property Rights and Information Ownership, Personal Privacy in the Information Age, Phishing, Piracy, Plagiarism, Security Software, Spam, Viruses</p>	1 week	<p>Unit test Personal Reflection Presentation</p>
3	<p>Business Communications: Email Wide area collaboration (e.g. Google Apps.) Cloud Computing</p>	1 week	<p>Unit test Google Apps. assignments</p>
4	<p>Design Software: Visual Presentations What is a Presentation? Planning a Presentation? Delivering a Presentation?</p>	2 weeks	<p>Tech gadget Presentation Super computer Presentation Ethical issue Presentation</p>
5	<p>Productivity Software: Word Processing What is a word processor? Formatting documents. Working with tables in word. Creating foot and end notes. Creating Table of contents with hyper links. Mail merge.</p>	2 weeks	<p>Unit test word processing Practice & exercises</p>
6	<p>Productivity Software: Spreadsheets What is a spreadsheet? Planning and Designing a spreadsheet Formating spread sheet Working on and linking Multiple sheets. Creating Charts</p>	4 weeks	<p>Unit test Spreadsheet Practice & exercises</p>

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7	Productivity Software: Database What is a Database? Database Tables Database fields and Primary key Database Forms Database Relationships DataBase Queries Database Reports Designing a database	3 weeks	Unit test Database Practice & Exercises
Note: The order of the units of study may change due to student needs and resources available during the course.			

General Information:

- Recommended Resources: www.samsa.biz You will find link to other sites that support and extent your learning for units in this cours. A number of the websites will be used during Units 1 thru 3.
- How to Seek Extra Help: Extra Help can be obtained from the teacher, the Internet and other reliable sources.
- **A Business Certificate is awarded if four (4) or more Business Courses are taken throughout the 4 years at SATEC.**