

SIR WILFRID LAURIER SECONDARY SCHOOL
INFORMATION AND COMMUNICATION TECHNOLOGY IN BUSINESS
(BTT10)

Credits: One

COURSE OUTLINE:

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.

UNIT #1: Digital Literacy

Overall expectations

By the end of this course, students will:

- demonstrate an understanding of the terminology associated with information and communication technology
- demonstrate an understanding of the computer workstation environment
- manage electronic files and folders
- analyse options for accessing the Internet
- apply effective techniques when conducting electronic research
- demonstrate an understanding of legal, social, and ethical issues relating to information and communication technology
- assess the impact of information and communication technology on personal health and the environment
- analyse privacy and security issues relating to information and communication technology;

UNIT #2: Productivity Software

Overall expectations

By the end of this course, students will:

- use word processing software to create common business documents;
- use spreadsheet software to perform a variety of tasks;
- demonstrate an understanding of the characteristics of effective business documents and communications;
- use appropriate technology to facilitate effective communication;
- maintain a portfolio of exemplary work that illustrates their skills in information and communication technology, including

UNIT #3: Design Software

Overall expectations

By the end of this course, students will:

- use presentation software to create and deliver effective presentations;
- use desktop publishing software to create publications;⁴
- demonstrate an understanding of the uses and design of effective websites, and develop their own web pages.
- use appropriate technology to facilitate effective communication;
- maintain a portfolio of exemplary work that illustrates their skills in information and communication technology

EVALUATION

The final grade for each course:

- 70% of the grade will be based on assessment and evaluation conducted throughout the course.
- 30% of the grade will be based on a summative evaluation administered towards the end of the course.

Guidelines for Missed Evaluations and Academic Fraud:

1. Upon missing a test or presentation, students will be required at the teacher's discretion, either to;
 - a) Complete the test or presentation immediately upon return to school; or
 - b) Make arrangements with the teacher for a make-up; or
 - c) Write the missed test Friday morning at 7:30 a.m. of that week.

Failure to complete it according to the negotiated schedule will result in a mark of zero.

Note: Certain forms of formal summative evaluations (exams, summative project presentations, etc.) are time sensitive. This means they must be completed at and within a specific time. Students must be present for these summative evaluations.

2. If an assignment is late or incomplete, a student will be provided with a second opportunity. Students who are provided with a second opportunity, **shall do so within five school days**. If no evidence is forthcoming after five days, a mark of zero will be assigned.
3. Copied, borrowed or stolen work provides no evidence of learning. Teacher will document and archive the work in question. Students may be allowed to resubmit the assignment. The teacher and administrator will define the parameters for the completion of this task.

Attendance Policy:

- You are responsible for catching up on class notes and completing any assignments for which you were absent
- Your parents are required to notify the office when you are absent
- End-of-course evaluations, (e.g. summative activity or final examination) are time-sensitive. Attendance is mandatory for these evaluations. **All missed course exams must be excused with a doctor's certificate**

General Course Information:

Textbook: None