Course: BTT 1O- Information & Communication Technology in Business
Teacher: Mr. Heaslip

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Program leader: Mr. Marchildon

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. (**Prerequisites: None**)

Area of Study	Overall Expectations. By the end of the course, students will:
Digital Literacy	- 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; - Analyze options for accessing the internet; - Apply effective techniques when conducting electronic research.
Productivity Software	- Use word processing software to create common business documents; - Use spreadsheet software to perform a variety of tasks; - Manage information, using database software.
Design Software	- Use presentation software to create and deliver effective presentations; - Use desktop publishing software to create publications; - Demonstrate an understanding of the uses and design of effective websites, and develop their own web pages.
Business Communications	- 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 the ability to create effective business communications.
Ethics and Issues in Information & Communication Technology	- Demonstrate an understanding of legal, social, and ethical issues relating to information and communication technology; - Analyze privacy and security issues relating to information and communication technology; - Assess the impact of information and communication technology on personal health and the environment.

Big Ideas:
- ★ How can I use the skills in this class and transfer them to my other classes? Ie. presentation and software skills
- ★ Demonstrate an understanding of computer terminology and conducting effective research
- ★ Understanding of how to use word processing, spreadsheets and database software to manage information
- ★ Demonstrate an understanding of the importance of a portfolio and maintain exemplary work for the entire semester
- ★ Show an understanding of ethics related to information and communication technology, including safety online

Assessment and Evaluation:
Formative assessments are used to improve student learning by providing varied opportunities to demonstrate an understanding of course expectations in preparation for summative evaluations. Summative evaluations test groups of key expectations. Failure to complete a summative evaluation may result in the expectations of the course not being met and the credit not being granted.

Achievement Categories:
Student learning is assessed and evaluated with respect to the following four categories of knowledge and skills:
- ★ Knowledge and Understanding: 25%
- ★ Thinking and Inquiry: 25%
- ★ Communication: 25%
- ★ Application: 25%

Term Work is worth 70% of final mark & Final Evaluation is worth 30% of final mark.

	Term Work (70%)
Unit of Study	**Summative Evaluations**
ICT, Ergonomics and File Management	Assignment
Word Processing Software - Google Docs	Assignment
Spreadsheets - Google Sheets	Assignment
Presentation Skills - Google Slides	Presentation
Web Design - Google Sites	Assignment/Presentation
Ethics	Presentation/Debates
	Final Summative (30%)
	- Creating an ICT Company and addressing a technology related issue from list of topics (20%)
	- Presentation (10%)

Assignment/ Late Policy:
- Students are expected to complete all assigned work and submit it by the teacher's established due date. Every attempt will be made to encourage students to complete all assigned work on time so their grade represents their actual achievement. For late and missed summative assessments, please see the ***Westside Students' Contract for Missing Evidence of Learning*** .
- Extra help is *always* available, however, it is each student's responsibility to make every effort to arrange appointments during non-instructional hours of the day.

The following soft skills will be assessed:
Responsibility, Organization, Independent Work, Collaboration, Initiative, Self - Regulation

More details about Westside's Assessment and Evaluation Policy is available at:
http://www.ugdsb.ca/westside/wpcontent/uploads/sites/74/2016/12/Westside-Assessment.pdf

Electronic Devices:
- The business department at Westside has a policy that no electronic devices (eg. Cell phones, tablets, iPods, laptops, mp3 players, etc.) are allowed to be used during evaluations - Each student is required to have a calculator available when needed. Please, nothing fancy is required. The calculator just needs to add, subtract, multiply and divide.

Student Conduct/ Expectations:
Every student enrolled in business studies at Westside is expected to:
   ★ Be on time to class
   ★ Be prepared for class each and every day. This means you bring a writing utensil and paper - actively participate in class discussions
   ★ Complete homework assigned
   ★ Learn to problem solve using the techniques you will learn in class

For more information on the rules of conduct, please refer to the school's website at:
http://www.ugdsb.on.ca/westside

Final Assessments/Examinations Culminating activities for each unit must be completed by the student in order to achieve the credit. Failure to complete any one of them may result in loss of credit. There are no extensions or exemptions for final assessments without the approval from an administrator.

I have read and understand the course outline:

Name: _____ Signature: _____

Parent/Guardian Name : _____ Signature: _____

Parent/Guardian email: _____