



MISSISSAUGA SECONDARY SCHOOL

Business Education

Information and Communication Technology:

The Digital Environment

Ministry Document: The Ontario Curriculum,
Grades 11 and 12,
Business Studies, 2006.

Course Type: Open
Course Code: BTA 300
Department: Business
Teacher(s): Mississauga Staff
Date: --



OVERVIEW:

This course prepares students for the digital environment. Using a hands-on approach, students will further develop information and communication technology skills through the use of common business software applications. The concept and operation of e-business will be explored, and students will design and create an e-business website. The skills developed in this course will prepare students for success in the workplace and/or postsecondary studies.

PREREQUISITE: None

TEXT: Check Series: Microsoft Office 2003 - Real-World Applications

COURSE CONTENT:

Units		Overall Expectations
1	Digital Literacy	<ul style="list-style-type: none"> describe the computer workstation environment, using proper terminology; apply appropriate strategies when organizing and managing electronic files and folders; demonstrate effective use of tools and techniques of electronic research.
2	Productivity Software	<ul style="list-style-type: none"> demonstrate the use of advanced features of word processing software to produce common business documents; demonstrate the ability to use advanced features of spreadsheet software to perform a variety of tasks; manage information, using database software; demonstrate the ability to use the features of a variety of design software applications to perform specific tasks.
3	Business Communications	<ul style="list-style-type: none"> communicate using accepted business standards and formats; demonstrate effective use of electronic communication tools; create a digital portfolio illustrating their information and communication technology competencies and skills.
4	E-Business	<ul style="list-style-type: none"> demonstrate an understanding of e-business concepts and operations; evaluate the impact of e-business; design and create an e-business website for a target audience.

5	Information and Communication Technology Ethics and Issues	<ul style="list-style-type: none"> • demonstrate an understanding of the legal, social, and ethical issues related to information and communication technology; • analyse privacy and security issues related to conducting business electronically; • summarize health and environmental issues related to the use of information and communication technology.
---	--	---

EVALUATION:

Assessment and evaluation in this course will be based on provincial curriculum expectations incorporating the following broad categories.

Term Evaluation – 70%				Final Evaluation – 30%
Knowledge (~40%)	Application (~40%)	Thinking/Inquiry (~10%)	Communication (~10%)	Summative (100%)
<ul style="list-style-type: none"> • Tests • Assignments • Presentations 	<ul style="list-style-type: none"> • Tests • Assignments • Presentations 	<ul style="list-style-type: none"> • Reports • Case Studies • Projects 	<ul style="list-style-type: none"> • Reports • Case Studies • Projects 	<ul style="list-style-type: none"> • Exam • Project

* **NOTE:** "~" Means evaluation percentages are approximate.