



MISSISSAUGA SECONDARY SCHOOL

Business Education

Information and Communication Technology in Business

Ministry Document: The Ontario Curriculum,
Grades 9 and 10,
Business Studies, 2006.

Course Type: Open
Course Code: BTT 100
Department: Business
Teacher(s): Mississauga Staff
Date: --



OVERVIEW:

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.

PREREQUISITE: None

TEXT: Manuals Locally Developed
Insights: Succeeding in the Information Age
by Ellerby, Pinto and Brady

COURSE CONTENT:

Units		Overall Expectations
1	Digital Literacy	<ul style="list-style-type: none"> • 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.
2	Productivity Software	<ul style="list-style-type: none"> • use word processing software to create common business documents; • use spreadsheet software to perform a variety of tasks; • manage information, using database software.
3	Design Software	<ul style="list-style-type: none"> • 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.

4	Business Communications	<ul style="list-style-type: none"> • 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.
5	Ethics and Issues in Information and Communication Technology	<ul style="list-style-type: none"> • demonstrate an understanding of legal, social, and ethical issues relating to information and communication technology; • analyse privacy and security issues relating to information and communication technology; • assess the impact of information and communication technology on personal health and the environment.

EVALUATION:

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

Term Evaluation 60%				Portfolio 10%	Final Evaluation 30%
Knowledge (~40%)	Application (~40%)	Thinking/Inquiry (~10%)	Communication (~10%)	Project (~100%)	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"> • Portfolio 	<ul style="list-style-type: none"> • 4 days in class Summative

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